



**Mid & East
Antrim**
Borough Council

Direct Services Committee

TERMS OF REFERENCE

Chair - Cllr Miss C Johnston

Vice Chair - Cllr Mrs A Smyth

DIRECT SERVICES COMMITTEE – TERMS OF REFERENCE

1. Overall Purposes and Objectives

The Direct Services Committee will:

- (a) Agree and oversee the strategic approach to front-line service delivery;
- (b) Approve the monthly decisions on all operational matters outside the scheme of delegation;
- (c) Maintain a knowledge and understanding of all operational matters;
- (d) Work to share information, knowledge and best practice to ensure continuous improvement and high quality service delivery;
- (e) Review and monitor operational policies and procedures to ensure delivery in line with Corporate, Community and Business Plans.

The key functions which the Direct Services Committee will consider are:-

Community Directorate	Operations Directorate
Community Planning	Waste Management
Good Relations	Fleet Management
Policing and Community Safety	Street Cleansing
Community Development	Building Maintenance & Minor Works
Community Services	Public Conveniences
Tobacco Control	Environmental Education & Management
Village Renewal	Harbours & Marinas Operational Issues
Environmental Health & Regulatory Services	Parks
Licensing	Grounds Maintenance
Indoor Leisure	Cemeteries
Sports Development	Sports Pitches & MUGAs
Registration	
Corporate Emergency Planning & Community Resilience	
Animal Welfare	
Water Quality	
Stop Smoking Service	
Biodiversity	
In Bloom Activities	
Regulatory Services	
Principal Parks	
Parks and Open Spaces Development	
Outdoor Recreation	
Countryside Access	
Community Growing	
Play	

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

2. Authority

Authority to establish a committee is set out in the Local Government Act 2014:

Section 12: (1): "A Council may appoint a Committee, and two or more Councils may join in appointing a Committee, to advise –

(a) the appointing Council or Councils; or

(b) where the appointing Council or each of the Councils operates executive arrangements, any executive of that or those Councils, or a sub-committee of that executive,

on any matter relating to the discharge of their functions".

3. Organisation

(i) Meetings

- The Direct Services Committee will meet on the second Tuesday of each month;
- The Direct Services Committee will meet in Carrickfergus;
- Special meetings may be convened as required;
- The Direct Services Committee may invite such other persons as it deems necessary to advise or present in the course of its work;
- All arrangements applying to the operation of the Direct Services Committee will be in line with Council's Standing Orders.

(ii) Membership

- The Direct Services Committee will comprise of twenty Members who are appointed by Council;
- Council will appoint the Chair and Vice Chair of the Direct Services Committee using the proportional method agreed.

4. Working Groups

There are five working groups who report to the Direct Services Committee. These groups have no decision making powers but make recommendations to the Direct Services Committee.

Each group has a separate Terms of Reference.

(1) Waste Harmonisation Working Group

This Working Group meets to plan the future collection methodology for Household Waste within Mid and East Antrim Borough Council.

The Group consists of the Chair and Vice Chair of Direct Services Committee, arc21 Elected Member representatives; other nominated Elected Members, Director of Operations, Head of Waste and other officers as directed by the Director of Operations.

The Working Group meets as and when required. The working group will be Chaired by the Director of Operations.

(2) Health and Wellbeing Centre Development Sub Group

The purpose of the group is to explore, identify and make recommendations to Council on the best way forward for the design, capital build and operational delivery model for the new Ballymena Health and Well-Being Centre.

The group consists of nominated Elected Members, Director of Community, Director of Support Services and/or Representative from Finance, Representative from Procurement, Representatives from Leisure Operations, and Representatives from Capital Projects Team and other expert advice will be invited to attend the Group as and when required.

The group will meet as and when required to ensure the timely delivery of the first phase appointment for the design and capital build.

(3) Cultural Celebrations Working Group

The Cultural Celebrations Working Group will lead a process with communities and statutory partners to seek to ensure that cultural celebrations take place in a manner, which minimises the negative impact on the community and the environment.

The group consists of nominated Elected Members, Northern Ireland Fire and Rescue Service, Northern Ireland Housing Executive, Police Service Northern Ireland, Northern Ireland Environment Agency, Transport NI, Education Authority, Director of Community, Director of Operations, Head of Community Planning and Development, Good Relations Manager, PCSP Manager and other officers as appointed by the Chief Executive.

The group will meet as and when required to ensure the effective and timely development and delivery of their objectives and will meet at least once every three months.

(4) Syrian Vulnerable Persons Relocation Programme Working Group

The working group will coordinate a series of activities to support the integration of potential refugees who may arrive in the Borough through the Vulnerable Persons Relocation Programme.

Membership is open to all Elected Members, representatives from Department for Communities, local Faith Groups, Community Groups, Bryson House (as a supporting agency), Barnardos (as a supporting agency), local Schools and Colleges, any other interested parties, Director of Community, Good Relations Manager, Head of Community Planning & Development and other staff as required.

Meetings will be as and when required.

(5) Health Sub Group

The Health Sub Group will provide a mechanism for consultation and engagement with the Chief Executive and Senior Management of the Northern Health and Social Care Trust regarding delivery of the Trust's five year corporate plan, and any other issues that may arise.

Membership is open to a number of nominated Elected Members and Council Officers. The group will meet as and when required in agreement with the Health and Social Care Trust and will meet at least once per year.