

## BALLYMENA BOROUGH COUNCIL COMMITTEE STRUCTURE

The following Council/Committee Meetings are open to the public/press with the exception of the Community Planning Committee and Personnel, Policy & Operational Services Committee which are mainly considered in "Reserved Matters" (please note that there is usually a "Reserved Matters" section during all Meetings when members of the public/press are asked to leave).

All Council/Standing Committee Meetings are held at 7.30 p.m. (with the exception of the Community Planning Committee, which is held at 4.30 p.m.)

Sub-Committee Meetings are held at 4.30 p.m. With regard to frequency, most are held as and when required with the exception of the Economic Development Partnership and the Community Development Sub-Committee Meetings which are each held every six weeks.

<b>Meeting</b>	<b>Date</b>	<b>Responsible for</b>	<b>Reporting Officer/s</b>
Council	1 <sup>st</sup> Monday in Month ( <i>One Council Meeting in July and August - includes the Committee Sections</i> )	All Council Decisions, Adoption of Reports of Committees, All General Correspondence, Members' Question Time, Notices of Motions, Special Delegations, etc., Reports not dealt with by Committees, Legal Matters, Tenders, Sealing Documents.	Town Clerk and Chief Executive
Public Sector Liaison Committee	1 <sup>st</sup> Thursday of Month ( <i>executive powers in July and August</i> )	Consultative Role in Planning (D.O.E.) and with other Public Sector bodies, i.e. Roads, Water and Sewerage, Housing, Electricity and other utilities.	- Town Clerk and Chief Executive;  - Public Sector Liaison Officer

Development & Leisure Services Committee	2 <sup>nd</sup> Monday of Month ( <i>Except July and August</i> )	Leisure and Sports Facilities Management and Development, Cemeteries Management, Public Conveniences, Local Economic and Rural Development, Tourism Management and Development, Marketing and Promotion of Area, Community Services and Development, Town Centre management, Licensing, Building maintenance, Minor works, Energy Management.	Director of Development, Leisure and Cultural Services/ Deputy Chief Executive
Cultural Services Committee	3 <sup>rd</sup> Wednesday of Month - Bi-monthly ( <i>No Meetings in July and August</i> )	Arts, Museums Service, Historical Research, Events organisation.	- Director of Development, Leisure & Cultural Services/ Deputy Chief Executive
Personnel, Policy & Operational Services Committee	2 <sup>nd</sup> Thursday of Month ( <i>Except July and August</i> )	Corporate and Strategic Planning, Recruitment and Selection, Training and Development, Personnel Services, Occupational Health, Organisational Development, Performance Review, Operational Services, Human Rights Legislation, Legal Advice, Health and Safety, Equality and Good Relations Industrial Relations, Ardeevin Support Services, Freedom of Information Act duties Waste Management	Director of Personnel, Policy & Operational Services/ Deputy Chief Executive

--	--	--	--

Environmental Services Committee	3 <sup>rd</sup> Monday of Month - Bi-monthly (No Meetings in July and August)	Building Regulation Legislation, Dangerous Structures, Postal Numbering/Street Naming, Property Certificates, Bus Shelters provision, Project design and management Disability access.  Environmental Health , Health and Safety, Consumer Safety, Environmental Protection, Air Quality management, Anti-litter initiatives, Dog Control, Drinking in public places, Graffiti/fly posting.	- Director of Environmental Services
Finance, Estate & ICT Committee	4 <sup>th</sup> Monday of Month - Bi-monthly (No Meetings in July, August and December)	Finance Matters (including grants scheme), Information and Communications Technology, Insurance, Management of assets.	- Town Clerk and Chief Executive  - Acting Director of Finance
Community Planning Committee	2 <sup>nd</sup> Tuesday of Month Bi-monthly (Except July and August)	Planning of provision of local public services involving all statutory agencies.	- Town Clerk and Chief Executive
Audit and Scrutiny Committee	3 <sup>rd</sup> Thursday of Month Bi-monthly (Except July and August)	Internal and external audit matters, Governance arrangements, Risk management.	- Town Clerk and Chief Executive  - Director of Finance