

## BALLYMENA BOROUGH COUNCIL COMMITTEE STRUCTURE

The following Council/Committee Meetings are open to the public/press with the exception of the Personnel, Policy & Operational Services Committee which is 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 (Monthly)	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;  - Personnel and Services Manager
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, European Information and Liaison, Community Services and Development.	Director of Development, Leisure and Cultural Services

Cultural Services Committee	3 <sup>rd</sup> Wednesday of Month ( <i>Except July and August</i> )	Arts, Museums Service, Historical Research, Events Co-Ordination, Town Hall Management.	- Director of Development, Leisure & Cultural Services
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, Best Value, Good Relations, Operational Services, Human Rights Legislation, Employment Law Advice, Health and Safety, Equality Scheme, Industrial Relations, Ardeevin Support Services, Freedom of Information Act duties.	Director of Personnel, Policy & Operational Services

Environmental Services Committee	3 <sup>rd</sup> Monday of Month ( <i>Except July and August</i> )	<p>(a) Building Regulation Legislation, Building Maintenance, Entertainment and Petroleum Licensing, Energy Management, Minor Works Projects (Design and Management), Dangerous Structures, Postal Numbering/Street Naming, Bus Shelters, Environmental Management System/Energy Management.</p> <p>(b) Environmental Health legislation including -</p> <p>Health and Safety Consumer Safety Environmental Protection Licensing</p> <p>Anti-Litter Initiatives Waste Management</p>	<p>- Director of Building Control Services</p> <p>- Director of Environmental Health Services</p>
Finance, Estate & ICT Committee	4 <sup>th</sup> Monday of Month ( <i>Except July, August and December</i> )	Finance Matters (including contributions), Information and Communications Technology, Insurance, Property Management.	<p>- Town Clerk and Chief Executive</p> <p>- Director of Finance</p>
Community Planning Committee	2 <sup>nd</sup> Tuesday of Month ( <i>Except July and August</i> )	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 ( <i>Except July and August</i> )		<p>- Town Clerk and Chief Executive</p> <p>- Director of Finance</p>