



**Lisburn &
Castlereagh
City Council**

Standing Orders

May 2016

Amended 16.1 (3) November 2019

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1. Annual and Monthly Meetings

- (1) The Council shall every year hold an Annual General Meeting.
- (2) In every year that is not a local election year the Council shall hold an Annual Meeting during the first week of the month of June.
- (3) In any year which is a Local Government election year, the Annual Meeting shall be held within twenty-one days immediately following the election, at such time as the Council may fix at the offices of the Council or at such other place as the Department may direct.
- (4) A meeting of the Council for the transaction of general business of the Council shall, subject to any deviation which special circumstances may render desirable, be held on the Fourth Tuesday of every month at 19.00. Other meetings of the Council for the transaction of general business shall be held as the Council considers necessary.
- (5) Meetings of the Council shall not take place on a Public or Bank Holiday, or a Sunday. When the date of a meeting falls on one of these days, the meeting shall be held on the next following weekday instead or as soon as possible thereafter as determined by the Mayor in consultation with the Chief Executive.

2. Time and Place of Meetings

The Annual Meeting and other meetings of the Council (fourth Tuesday) shall be held in the Council Chamber at Council Headquarters, except where otherwise fixed by statute or by special summons.

3. Convening Special Meetings

- (1) The Mayor of the Council may call a meeting of the Council at any time.
- (2) The Mayor of the Council may call a meeting of the Council if a requisition for such a meeting, signed by five members or one-fifth of the whole number of Members, whichever is the greater, is presented to him/her; and, if he/she refuses to call a meeting on such a requisition or if, without so refusing, he/she does not call such a meeting within the period of seven days from the date of service of the requisition on him/her, any five Members or one-fifth of the whole number of Members, whichever is the greater, may on that refusal or on the expiration of that period forthwith call a meeting of the Council.

4. Notice and Summons of Meetings

Five days at least before a meeting of the Council, a Committee or Sub Committee:

- (1) notice of the time and place of the intended meeting shall be published at the offices of the Council. Where the meeting is called by Members, the notice shall be signed by them and shall specify the business proposed to be transacted thereat;
- (2) a summons to attend the meeting, specifying the business proposed to be transacted thereat and signed by the Clerk shall be left at, or sent by ordinary post to the usual place of residence of every Member or electronically to an agreed email address. Want of service of this summons shall not affect the validity of a meeting;
- (3) except in the case of business required by statute, or where in the opinion of the Mayor of the meeting the business should be considered by the meeting as a matter of urgency, no business shall be transacted at a meeting of the Council, a Committee or Sub-Committee other than that specified in the summons relating thereto.

5. Chair to be taken

At each meeting of the Council, the Chair shall be taken at the time for which the meeting is convened, and business immediately proceeded with.

6. Chairperson of Meeting

- (1) At a meeting of the Council, the Mayor of the Council, if present, shall preside.
- (2) If the Mayor of the Council is absent from a meeting of the Council, the Deputy Mayor of the Council, if present, shall preside.
- (3) If both the Mayor and Deputy Mayor are absent from a meeting of the Council, the nominating officer of the political party whose member is Mayor of the Council shall nominate a Member to preside in their absence.
- (4) If discussion arises on the allocation of the position of Mayor, the Clerk or Chief Officer shall exercise the powers of the Mayor to assist in the regulation of that discussion.
- (5) Any power of the Mayor of the Council in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

7. Quorum

- (1) Subject to sub-paragraph 7.4, no business shall be transacted at a meeting of the Council unless at least one-quarter of the whole number of Members are present.
- (2) If during a meeting, the person presiding, after the number of Members present is counted, declares that a meeting is inquorate and it is unlikely that there will be a quorum present within a reasonable time, he shall declare the meeting adjourned.
- (3) Any uncompleted business on the agenda of a meeting adjourned under Standing Order 7(2) above, shall be tabled for discussion at the reconvened meeting. No business, other than the uncompleted business on the agenda of the meeting adjourned, may be discussed at the reconvened meeting.
- (4) Where more than one-quarter of the Members become disqualified at the same time then, until the number of Members in office is increased to not less than three-quarters of the whole number of Members, the quorum of the Council shall be determined by reference to the number of Members remaining qualified instead of by reference to the whole number of Members.

8. Admission to Meetings

- (1) Subject to the provisions of this Standing Order, every meeting of the Council and Standing Committees shall be open to the public.
- (2) The public and press may attend only in those parts of the Council Chamber or other location being used provided for their accommodation at meetings of the Council, unless specifically excluded in accordance with the provisions of Standing Order 10; or as required by the Council to comply with provisions in relation to Fire Safety and Health & Safety.
- (3) The admission of the public is upon the understanding that they must continue at all times to be seated, and that no expression of opinion or noise of any kind be allowed from them.
- (4) At all times during which a Meeting of the Council is open to the public, the Council shall, so far as is practicable, cause to be made available to duly accredited representatives of newspapers, attending for the purpose of reporting proceedings at the meeting, reasonable facilities for taking reports of these proceedings and, on payment by those representatives or their newspapers of any expenses which may be incurred, for transmitting such reports to their newspapers.
- (5) Taking photographs of proceedings or the use of any other means by members of the public to enable persons not present to see or hear any proceedings (whether at that time or later) or making of any oral report of

any proceedings as they take place shall be prohibited unless expressly permitted by the Council.

- (6) The use of social media by Members of the Council, members of the public or journalists shall be permitted, during those proceedings that are open to the public, to the extent that its use does not disrupt proceedings.

9. Record of Attendances at Meetings

The names of the Members present at a meeting, together with those Members departing and entering the meeting of the Council and Committee shall be recorded by the attendance clerk and recorded in the minutes of the meeting.

10. Exclusion of the Public

- (1) The public shall be excluded from a meeting of the Council whenever it is likely that, during the transaction of an item of business, confidential information would be disclosed to them in breach of an obligation of confidence.
- (2) The Council may by resolution exclude the public from a meeting of the Council (whether during the whole or part of the proceedings at the meeting) for such special reasons as may be specified in the resolution being reasons arising from the nature of the business to be transacted or of the proceedings at the meeting.
- (3) The Presiding Mayor may at any time during the proceedings, if he/she thinks it necessary to secure order, direct the removal of any individual or group of individuals from the Council Chamber, or order the Council Chamber to be wholly cleared of members of the public.
- (4) The Council, having excluded the public, shall only consider the matter referred to it by the resolution. If it should be deemed necessary to consider any matter not included in the resolution, the public shall be re-admitted and the Mayor may ask leave of the Council to take up the consideration of such additional matters as may be deemed desirable.
- (5) The Council, having excluded the public, shall not have the power to adjourn its own sittings or to adjourn a debate to a future sitting. If the business referred to in the resolution is not transacted, the Council may be resumed and a member of the Council may move that the Council again exclude the public on a future day to deal with the business specified in the resolution which was not transacted.
- (6) If the Council, with the public excluded, has transacted part of the business referred to it, without being able to reach a decision on all the business so referred, a Member of the Council may, with leave of the Council, report on the progress to that point and ask the Council's permission to sit again.

- (7) When the Council, having transacted business with the public excluded, submits its report to the Council, a motion for its adoption shall then be moved and put. No questions or discussion shall be permitted on the report or the motion for its adoption.

11. Deputations

- (1) Deputations, from any source, shall only be admitted to address the Council provided the Clerk has received notice in writing no less than 10 days' notice prior to the date of the meeting, of the intended deputation and a statement of its objective.
- (2) Where a Committee of the Council has been given by the Council delegated authority to deal with a matter on behalf of the Council the request of any deputation relating to such matter shall be referred only to that Committee and there shall be no recourse to the Council.
- (3) The deputation shall be confined to the presentation of a statement, or copy of resolutions, and shall not make more than two short addresses by any two members of the deputation. The totality of the addresses shall not exceed 15 minutes.
- (4) Deputations should not be repetitive and, where possible, issues of a similar or linked nature should be contained in one deputation. Where a deputation has made a presentation to the Council, the Council may decline to accept another deputation on the same issue from the same individual or group or from any other group on the same issue within six months of the original presentation.

12. Order of Business

Subject to any statutory requirements to the contrary including the Annual General Meeting, the order of business at every meeting of the Council shall be as follows:

- a) business of the Right Worshipful the Mayor;
- b) apologies;
- c) declaration of Members' interests;
 - (i) conflict of interest on any matter before the meeting (Members to confirm the specific item)
 - (ii) pecuniary and non pecuniary interest (Member to complete the Disclosure of Interest form)
- d) confirmation of the Minutes of the last stated meeting and of all adjourned meetings and special meetings held since the last stated meeting shall be read provided that if a copy of the minutes has been forwarded to the Members before the meeting and is not challenged, the minutes may be taken as read and shall be signed by the Chairman;
- e) matters arising;
- f) deputations;
- g) business required by statute to be transacted at the meeting;

- h) adoption of the minutes of the proceedings of any Committees and consideration of reports, if any, from such Committees, with the exception of those matters delegated to the Planning Committee ;
- i) reports of officers;
- j) reports of members on Boards, public bodies, agencies etc, if any, may be considered and such orders given thereon as may be deemed necessary;
- k) reports on decisions/recommendations subject to the reconsideration procedure;
- l) consideration of motions of which due notice has been given, in the order in which they have been received;
- m) any other relevant business.

Provided that the order of business as aforesaid may at any time be altered or varied if, in the opinion of the majority of the Members present, it is expedient to do so.

13. Minutes of the Council

13.1 Keeping of; as evidence; etc

- (1) Minutes of the proceedings of a meeting of the Council, or of a Committee or Sub-Committee, shall be drawn up and entered in a bound book kept for that purpose.
- (2) No discussion shall take place upon the Minutes except upon their accuracy and any question of their accuracy shall be raised by motion. If no such motion is raised, the Chairman shall then sign the minutes.
- (3) Any minute purporting to be signed as mentioned in sub-paragraph (1) shall be received in evidence without further proof.
- (4) Until the contrary is proved, a meeting of the Council or of a Committee or Sub-Committee thereof in respect of the proceedings of which a minute has been so made and signed shall be deemed to have been duly convened and held, and all the members present at the meeting shall be deemed to have been duly qualified, and where the proceedings are proceedings of a Committee or Sub-Committee, the Committee or Sub-Committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minutes.

13.2 Signing of

The minutes of a meeting of the Council shall be signed at the next ensuing meeting of the Council by the Mayor presiding, if approved by the meeting at which they fall to be signed.

14. Submission of Minutes

- (1) In order to give sufficient time for the printing of the Minutes and for their perusal by the Members of the Council, Minutes of meetings of a Committee held less than five clear days before the meeting of the Council shall not be submitted to that meeting for approval. This may be disappplied where a Committee considers the matter to be of extreme urgency and records such a decision in its Minutes.
- (2) It shall be the duty of a Committee, through the Mayor/Chair or his/her representative, when its Minutes are submitted for approval, to call the attention of the Council to any resolution or matter of an unusual or special character contained therein.

15. Minutes of Committees

- (1) A motion or amendment shall not be made or proposed, or any discussion allowed on the proceedings of Committees with reference to any matter within the remit of a Committee which does not appear on the Minutes submitted to the meeting of the Council.
- (2) Any Member wishing to raise an issue regarding any matters appearing in the Minutes submitted to the Council for approval and who states his/her request in writing to the Chairperson of the Committee twenty-four hours before the commencement of the meeting of the Council shall be entitled to a reply when the proceedings of the particular committee are submitted for approval.
- (3) A reply to an issue raised at the meeting regarding any matter in the Minutes, without written notice, shall be at the discretion of the Chairperson of the Committee.
- (4) Any matter in the Minutes of a Committee on which a request for reconsideration, under section 41 of the 2014 Act, has been lodged with the Clerk of the Council shall be identified, and may not be the subject of discussion at that meeting.

16. **Motions**

- (1) Every motion shall be relevant to some matter:
 - (i) in relation to which the Council:
 - a) has power or duties;
 - b) is not prevented from taking action on by other legislation;
 - (ii) which directly affects the Local Government District or its residents; and
 - (iii) for which the Council is legally competent.

16.1 **On notice**

- (1) Notice of every motion, other than a motion which under Standing Order 16.2 may be moved without notice, shall be given in writing, signed by the Member or Members of the Council giving the notice, to the Clerk not less than 10 clear days before the next meeting of the Council. The motion must be clear in meaning otherwise it shall be rejected until such time as it is resubmitted in clear language, and not later than seven clear days before the meeting.
- (2) A motion shall be rejected if the wording or nature of the motion is considered unlawful or improper.
- (3) All notices shall be dated and numbered as received, entered in a register to be kept for that purpose and circulated to every Member of Council. This register shall be open to inspection by every Member of the Council.
- (4) Notices of motion shall be entered by the Clerk in their proper place upon the Summons Paper in the order in which they are received.
- (5) If a motion set out in the Summons is not moved either by a Member who gave notice, or by some other Member on his behalf, it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.
- (6) If the subject matter of any motion of which notice has been properly given comes within the remit of any Committee it shall, upon being moved and seconded, stand referred without discussion to that Committee, or to such other Committee as the Council may determine, for consideration and report. The Chairperson presiding may, if he/she considers it urgent and necessary to the dispatch of business, allow the motion to be dealt with at the meeting at which it is brought forward.
- (7) If a notice of motion fails to be considered at a meeting of the Council, such notice of motion will only be included on the

Summons Paper for the following meeting if submitted in writing to the Clerk by the Member concerned not later than 10 clear days, at least, before the Council meeting.

- (8) Any notice of motion which fails to be considered at two consecutive meetings will not be accepted for inclusion on the Summons Paper for a period of six months from the date of the second meeting at which the matter has failed to be considered.

16.2 **Without notice**

The following motions may be moved without notice:

- a) to appoint a Chairperson of the meeting at which the motion is moved;
- b) in relation to the accuracy of the Minutes;
- c) to change the order of business in the agenda;
- d) to refer something to an appropriate body or individual;
- e) to appoint a Committee or members thereof arising from an item on the summons for the meeting;
- f) to receive reports or adoption of recommendations of Committees or officers and any resolutions flowing from them;
- g) to withdraw a motion;
- h) to amend a motion;
- i) to authorise the sealing of documents;
- j) to proceed to the next business;
- k) that the question be now put;
- l) to adjourn a debate;
- m) to adjourn a meeting;
- n) to suspend Standing Orders, in accordance with Standing Order 27.1;
- o) to exclude the public and press in accordance with Section 42 of the 2014 Act;
- p) to not hear further a Member named under Standing Order 25.3 or to exclude them from the meeting under Standing Order 25.4.

17. **Amendments**

When a motion is under debate at any meeting of the Council, an amendment or further motion shall not be received, with the exception of the following:

- a) to amend the proposal; or
- b) that the Council do now adjourn; or
- c) that the debate be adjourned; or
- d) that the question be now put; or
- e) that the Council do proceed to the next business.

17.1 To amend the Proposal

- (1) An amendment must be legitimate and within the scope of the notice convening the meeting. It must not be a direct negative; must be relevant to the proposal which it seeks to amend, and not inconsistent with anything already agreed upon at the same meeting. An amendment must relate solely to the proposal which it seeks to amend, and not be, in effect, a new proposition on a different matter, and must not place a greater responsibility on the meeting than the original proposal.
- (2) An amendment to a motion shall be either:
 - a) to refer a subject of debate to a Committee or to an officer for consideration or re-consideration;
 - b) to leave out words;
 - c) to leave out words and insert or add others; or
 - d) to insert or add words.

but such omission, insertion or addition of words shall not have the effect of directly negating the motion before the Council.

- (3) When an amendment upon an original proposal has been moved, the question to be put shall be "That the amendment be made". Where any amendment is agreed, the question to be put shall be "That the proposal, as amended, be agreed". Where any amendment is rejected the question of the substantive proposal shall be put.

17.2 That the Council Do Now Adjourn

- (1) Any Member of the Council who has not already spoken to the proposal or amendment then under debate may move "that the Council do now adjourn". Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding the proposal, which shall be put to the vote without debate.
- (2) In the event of the proposal for the adjournment being carried, the Chair shall (unless stated in the proposal) fix the date for the adjourned meeting for the continuation of the debate on the proposal or amendment under discussion at the time of the adjournment, and for the transaction of the remaining business (if any) on the Agenda for the meeting so adjourned.
- (3) A second proposal "that the Council do now adjourn" shall not be made within half-an-hour unless, in the opinion of the Chair, the circumstances are materially altered.

17.3 That the Debate be Adjourned

- (1) Any Member of the Council who has not already spoken to the proposal or amendment then under debate may move “that the debate be adjourned”. Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding it.
- (2) Before putting to the meeting a proposal “that the debate be adjourned”, the Chairperson presiding shall call on the mover of the proposal or amendment under discussion to reply on the question of adjournment and, after such reply, which will not prejudice the right of the mover of a proposal to reply on the original question, shall put the proposal for adjournment of the debate to the vote without further debate.
- (3) If the proposal be carried, the Council shall proceed to the next business on the agenda, and the discussion of the adjourned debate shall be resumed at the next meeting of the Council unless a special meeting of the Council shall be called for the purpose.
- (4) On resuming an adjourned debate, the Member who moved its adjournment shall be entitled to speak first. A second proposal “that the debate be adjourned” shall not be made within half-an-hour. A Member shall not move or second more than one proposal for the adjournment of the same debate.

17.4 That the Question Be Now Put

- (1) Any Member who has not already spoken to the proposal or amendment then under debate may move “that the question be now put”. Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding it.
- (2) If the Chairperson is of the opinion that the subject before the Council has been sufficiently discussed, he shall put the proposal “that the question be now put” to the vote without debate and if same is carried, the proposal or amendment under discussion shall be put to the Council.
- (3) A second proposal “that the question be now put” shall not be made on the discussion of the same question within half-an-hour.
- (4) A Member shall not move or second more than one proposal “that the question be now put” on the discussion of the same question.

17.5 That the Council Do Now Proceed to the Next Business

- (1) Any Member of the Council who has not already spoken to any proposal or amendment then under debate may move, “that the Council do proceed to the next business”. Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding the proposal which shall be put to the vote without debate.
- (2) If the Chairperson is of the opinion that the subject before the Council has been sufficiently discussed, he shall put the proposal “that the Council do proceed to the next business” to the vote without debate and if same is carried the proposal or amendment under discussion shall be put to the Council.
- (3) When a proposal is carried “that the Council do proceed to the next business”, the question under discussion shall be considered as dropped.
- (4) A second proposal “that the Council do proceed to the next business” shall not be made on the same question within half-an-hour.
- (5) A Member shall not move or second more than one proposal “that the Council do proceed to the next business” on the discussion of the same question.

18. Amendments to Regulatory Decisions

- (1) No amendment may be moved to a Minute which is a Regulatory Decision.
- (2) For the purposes of these Standing Orders, a Regulatory Decision is a determination of an application for planning permission or any decision, determination, action, direction, order, approval, refusal, or enforcement action in exercise of powers of the Council as the local planning authority [or those powers specified in Executive Arrangements Regulations]; or any application for which the Council is the licensing authority.

19. Rules of Debate

19.1 Motions and amendments to be reduced to writing and seconded

- (1) A Motion or Amendment shall not be discussed unless it has been proposed and seconded and, unless notice has already been given in accordance with Standing Order 16.1, it shall, if required by the Chairperson presiding, be put into writing and handed to the Chairperson presiding before it is further discussed or put to the meeting.
- (2) A Member when seconding a motion or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.

19.2 Alteration of motion

- (1) A Member may alter a motion of which he/she has given notice as proposed with the consent of the meeting. The meeting's consent will be signified without discussion.

A Member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.

- (2) Only alterations which could be made as an amendment may be made.

19.3 Withdrawal of motion

- (1) A Member may withdraw a motion of which he/she has given notice under Standing Order 16.1 at any time after the meeting has commenced provided that he/she has not moved the motion or spoken on it and has the consent of the meeting. The meeting's consent will be signified without discussion.
- (2) A Member may withdraw any other motions which he/she has moved with the consent of both the meeting and seconder. The meeting's consent will be signified without discussion.
- (3) No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

19.4 Mode of address and dress code

The established mode of address is to stand (if able to do so) and address the Council's Chairperson. While a Member is speaking, the other Members shall remain seated unless rising to a point of order or in personal explanation. A Member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order.

For meetings of full Council, the dress code shall be business attire.

19.5 Precedence in speaking

Whenever two or more Members rise together to speak, the Chairperson shall decide who has precedence.

19.6 Place of Member speaking

A Member when addressing the Chairperson shall stand in the place allocated to him/her in the Council Chamber.

19.7 Member called to order

If any Member, while speaking, be called to order, he/she shall resume his/her seat and shall not again address the Council until the Chairperson has disposed of the question of order.

19.8 Definition of point of order

A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the Member shall specify the Standing Order or provision and the way in which he/she considers it has been broken.

19.9 Member may raise a point of order

A Member may raise a point of order and shall be entitled to be heard immediately.

19.10 Ruling of Chairperson on point of order

The ruling of the Chairperson on a point of order shall not be open to discussion.

19.11 Member to speak to motion

A Member who speaks shall direct his/her speech strictly to the motion under discussion, or an amendment thereof.

19.12 Member shall not speak more than once

A Member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:

- a) to speak once on an amendment moved by another Member;
- b) if the motion has been amended since he/she last spoke, to move a further amendment;
- c) if his/her first speech was on an amendment moved by another Member to speak on the main issue whether or not the amendment on which he/she spoke was carried;
- d) in the exercise of a right to reply given by Standing Order 19.19;
- e) on a point of order.

19.13 Duration of speeches

Except with the permission of the Council, a Member, in introducing a motion, shall not speak for more than ten minutes and in replying, for more than five minutes. Other Members shall not speak for more than five minutes.

19.14 Addressing the Council

The Council during its sitting, shall not, unless with the consent of the Council, be addressed by any person who is not a Member of the Council.

19.15 Only one motion / amendment may be moved and discussed at a time

- (1) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (2) If an amendment is not carried, other amendments to the original motion may be moved.
- (3) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

19.16 When a motion is under debate no other motion shall be moved

When a motion is under debate no other motion shall be moved except the following:

- a) to amend the motion;
- b) to adjourn the meeting;
- c) to adjourn the debate;
- d) to proceed to the next business;
- e) that the question be now put;

- f) that a Member be not further heard;
- g) by the Chairperson under Standing Order 23.4, that a Member do leave the meeting.

19.17 Chairperson rising during debate

Whenever the Chairperson rises or otherwise calls the meeting to order during a debate, a Member then speaking shall cease and the Council shall be silent.

19.18 Chairperson not to receive motion for direct negative

The Chairperson shall not receive a motion for a direct negative to a question but, on the conclusion of the debate, the question shall be put and resolved in the affirmative or negative.

19.19 Mover's right of reply

The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his amendment.

20. Voting

20.1 Majority

Subject to any statutory provisions to the contrary, any matter will be decided by a simple majority of those Members present and such voting to be determined by a show of hands.

20.2 Chairperson's casting vote

If there are equal numbers of votes for and against, the Chairperson will have a second or casting vote.

20.3 Qualified majority

[The specification of decisions which are required to be taken by a qualified majority is a statutory requirement on a council under section 40(1) of the 2014 Act]

A qualified majority shall be required in relation to the Council's decision on—

- (a) the adoption of executive arrangements or prescribed arrangements as the Council's Form of Governance (Section 19 of the 2014 Act) **[mandatory]**;
- (b) the adoption of paragraph 3(2) of Schedule 1 to the 2014 Act as the method to be adopted for filling positions of responsibility **[mandatory]**;
- (c) the adoption of Part 2 of Schedule 1 to the 2014 Act as the method for filling positions of responsibility **[mandatory]**;
- (d) the adoption of paragraph 3(3) of Schedule 2 to the 2014 Act as the method to be adopted for appointing Councillors to Committees **[mandatory]**;
- (e) the suspension of Standing Orders , other than Standing Orders 20.3, 21, 22 and 23, which cannot be suspended.

20.4 **Show of hands**

Unless a ballot or recorded vote is demanded under Standing Order 20.5, the Chairperson will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

20.5 **Recorded vote**

If, before a vote is called, any Member present at the meeting demands it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. A demand for a recorded vote will override a demand for a ballot.

21. **'Call-In' Process**

[The specification of provision for the reconsideration of a decision is a statutory requirement under section 41(1) of the 2014 Act, as is the specification of a requirement to obtain the opinion of a practising barrister or solicitor (section 41(2))]

21.1 **Decisions subject to call-in**

- (1) The following decisions may be subject to call-in in such manner as is specified in these Standing Orders
 - (a) A decision of the Council;
 - (b) A decision of the executive
 - (c) an executive decision taken under joint arrangements in accordance with Section 26 of the 2014 Act;
 - (d) a key decision taken by an officer or officers of the Council;

- (e) a decision taken by a Committee under delegated authority in accordance with section 7 of the 2014 Act; and
 - (f) a decision taken by a Committee to make a recommendation for ratification by the Council.
- (2) The following decisions shall not be subject to call-in—
- (a) a decision on a regulatory or quasi-judicial function which is subject to a separate appeal mechanism;
 - (b) a decision which is deemed to be a case of special urgency in accordance with regulation 24 of the 2014 Executive Arrangements Regulations;
 - (c) a decision where an unreasonable delay could be prejudicial to the Council's or the public's interests;
 - (d) a decision taken by an officer or officers which is not a key decision;
 - (e) a decision by the executive which serves only to note a report from or the actions of an officer or officers.
 - (f) a decision which is required to be taken by a special resolution
- (3) No decision shall be subject to call-in more than once for each of the reasons specified in section 41(1) of the 2014 Act.

21.2 Call-in procedure

- (1) A call-in must be submitted in writing to the Clerk by 10am on the fifth working day following
- (a) in the case of a decision of the Council, the date of the Council meeting at which the decision was taken; and
 - (b) in the case of a decision of a committee, the date on which the decision to which the call-in relates was published.
- (2) If a call-in is received after the relevant period specified in paragraph (1), it must be deemed inadmissible.
- (3) A call-in shall—
- (a) specify the reasons why a decision should be reconsidered; and
 - (b) subject to sub-paragraph (6) of this standing order, be deemed to be inadmissible if the reasons are not specified.
- (4) In the case of a call-in submitted under Section 41(1)(b) of the 2014 Act, Members must state in the reasons specified under sub-paragraph (3) (a) of this Standing Order—

- (a) the community that would be affected by the decision; and
 - (b) the nature and extent of the disproportionate adverse impact.
- (5) Within one working day of receipt of a call-in, the Clerk must confirm that—
- (a) it has the support of 15 per cent of the Members of the Council; and
 - (b) the reasons for the call-in have been specified.
- (6) Where the reasons have not been specified on the requisition the Clerk must notify the Members making the requisition that it must be considered inadmissible if reasons are not specified in writing within the specified period.
- (7) Within one working day of receipt of an admissible call-in submitted under Section 41(1)(b) of the 2014 Act, the Clerk must seek the opinion of a practicing solicitor or barrister in accordance with Section 41(2) of the 2014 Act.
- (8) When the legal opinion obtained in accordance with s 41(2) of the 2014 Act is received the Clerk must
- (a) Furnish the opinion to Members; and
 - (b) Include the decision on the agenda for the next available meeting of the Council.

21.3 **The call-in process: Committee arrangements**

- (1) For the purposes of reconsideration of a decision pursuant to a call-in the minutes of a Committee which record a decision -
- (a) taken under delegated authority; or
 - (b) for ratification by the Council
- must be published within two working days of the conclusion of the meetings. That date of publication must be regarded as the date of publication for the purposes of a call-in.
- (2) If a call-in is not received by the deadline specified in paragraph 21(2) of this Standing Order, the decision specified in -
- (a) paragraph (1)(a) of this Standing Order must be implemented;
 - or
 - (b) paragraph (1)(b) of this Standing Order must be tabled for ratification by the council.
- (3) The tabling for ratification of a decision to which paragraph (1)(b) of this Standing Order, or the implementation of a decision to which paragraph (1)(a) must be postponed until the decision has been

reconsidered. The decision maker may rescind the decision at any time prior to the decision being reconsidered.

- (4) If a call-in is made in accordance with Standing Order 21.2, paragraph 3 and Section 41(1)(a) of the 2014 Act, the Council must appoint an ad hoc Committee of the Council, the membership of which will be—
 - (a) the chairpersons of all Committees of the Council; and
 - (b) the Deputy chairpersons of all committees of the council to consider the process adopted by the decision-making committee.
- (5) The Chairperson and Deputy Chairperson of the Committee which was responsible for the decision which is the subject of the call-in must not have voting rights at a meeting of the Committee appointed in accordance with sub-paragraph (4).
- (6) The members of the ad hoc committee who are present shall choose a Member to preside at the meeting.
- (7) The Members who submitted the call-in, or a Member on their behalf, must be invited to attend the meeting at which the decision subject to the call-in is considered and may, upon the request of the Chairperson, address the meeting, but must not have voting rights unless they are members of the ad hoc committee.
- (8) A Committee appointed in accordance with sub-paragraph (4) of this standing order may—
 - (a) refer the decision back to the decision maker;
 - (b) in the case of a decision taken under delegated authority, support the decision; or
 - (c) in the case of a decision for ratification by the Council, refer the decision to the Council.
- (9) Where a decision has been supported in accordance with sub-paragraph (8) of this Standing Order, that decision must—
 - (a) be approved;
 - (b) be inserted in the Register of Decisions; and
 - (c) become operative from the date of the meeting at which the Committee appointed in accordance with sub-paragraph (4) of this standing order confirmed support for the decision.

21.4 The call-in process: council decisions

- (1) If a call-in is not received within the period specified in Standing Order 21.2 paragraph (1) in respect of a decision, that decision may be implemented after that period expires.
- (2) The implementation of a decision must be postponed until the decision has been reconsidered.

- (3) The Clerk must place a call-in on the agenda for the next Meeting of the Council.

22. Positions of Responsibility etc – Time Limits

[The specification of the period within which the nominating officer of a political party should exercise the powers conferred by paragraphs 2(1), 4(1) and 6(1), and for the person nominated to take up the position of responsibility is a statutory requirement under Schedule 1 to the 2014 Act]

- (1) Subject to paragraph (2) of this Standing Order, in relation to positions of responsibility selected in accordance with paragraphs 2(1) and 2(2) or paragraph 4(1) or paragraphs 6(1) and 6(2) of Schedule 1 to the 2014 Act, the period specified for --
 - (a) the nominating officer to select a position of responsibility and the term for which it must be held; and
 - (b) the person nominated to accept the selected position is 15 minutes.
- (2) An extension to the period specified in sub-paragraph (1) of this Standing Order may be granted subject to the approval of the Council. Such an extension may be requested by—
 - (a) the nominating officer;
 - (b) the person nominated to hold the selected position; or
 - (c) another Member.

23. Appointment of More than One Committee

[The specification of the application of paragraphs 2 to 4 of Schedule 2 to the 2014 Act in the circumstances where a council decides to appoint more than one committee is a statutory requirement]

- (1) Where the Council appoints more than one committee at the same meeting in accordance with paragraph 5 of Schedule 2 to the 2014 Act, for the purposes of determining the number of places that must be allocated across the parties and independent members of the Council, it must agree—
 - (a) the number of Committees to be appointed; and
 - (b) the number of Councillors that shall constitute the membership of each Committee.
- (2) The total number of places to which a nominating officer of a party may nominate Members who stood in the name of that party when elected must be calculated in accordance with paragraphs 2 to 4 of Schedule 2 of the 2014 Act and any resolution of the Council made thereunder.
- (3) A nominating officer's function under paragraph 2(1)(b) of Schedule 2 of the 2014 Act shall be exercised in such manner as to ensure that—

- (a) all members of a Committee are not nominated by the same nominating officer;
 - (b) a nominating officer of a party may nominate Members who stood in the name of that party to fill the majority of places on a Committee, if the majority of Members stood in the name of that party; and
 - (c) subject to (a) and (b), the number of Members nominated by each nominating officer of a party, in so far as is reasonably practicable, bear the same proportion to the number of places on that committee as is borne by the number of Members who stood in the name of that party.
- (4) Nominations made in accordance with sub-paragraph (3) of this Standing Order shall take into account any positions of responsibility on a Committee held by a Member who stood in the name of a party.

24. Rescission of a Preceding Resolution

- (1) No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be proposed by a Member unless the notice thereof given in pursuance of Standing Order 21 bears the names of at least 15% of the Members of the Council.
- (2) When any such motion or amendment has been disposed of by the Council, it shall not be open to any Member to propose a similar motion within a further period of six months.
- (3) This Standing Order shall not apply to motions moved in pursuance of a recommendation of a Committee [or a Call-in]

25. Members Conduct

25.1 Standing to speak

When a Member speaks at the Council they must stand (if able to do so) and address the meeting through the Chairperson. If more than one Member stands, the Chairperson will ask one to speak and the others must sit.

25.2 Chairperson standing

When the Chairperson stands during a debate, any Member speaking at the time must stop and sit down. The meeting must be silent.

25.3 Member not to be heard further

If at a meeting any Member of the Council, misconducts himself/herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively or by wilfully obstructing the business of the Council, the Chairperson or any other Member may move “that the Member named be not further heard”. The motion, if seconded, shall be put and determined without discussion.

25.4 Member to leave the meeting

If the Member named continues to behave improperly after such a motion is carried, the Chairperson or any other Member may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

25.5 General disturbance

When the Chairperson is of the opinion that the due and orderly dispatch of business is impossible, he/she in addition to any other powers vested in him/her may, without question put, adjourn the meeting of the Council for such period as he/she in his/her discretion shall consider expedient.

26. Disturbance by the Public

26.1 Removal of member of the public

If a member of the public interrupts proceedings, the Chairperson will warn the person concerned. If they continue to interrupt, the Chairperson will order their removal from the meeting room.

26.2 Clearance of part of meeting room

If there is a general disturbance in any part of the meeting room open to the public, the Chairperson may call for that part to be cleared.

27. Suspension and Amendment of Standing Orders

27.1 Suspension

A Member may move a motion for the suspension of one or more of these Council Standing Orders. A motion under this Standing Order shall require the support of a qualified majority vote within the meaning of

Section 40 of the 2014 Act. Suspension can only be for the duration of the meeting. The minutes of the meeting must record the reason for the suspension. Mandatory Standing Orders may not be suspended by a council.

27.2 Amendment

Any motion to, add to, vary or revoke these Standing Orders will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

28. Interpretation of Standing Orders

The ruling of the Chairperson as to the interpretation, construction or application of any of these Standing Orders or as to any proceedings of the Council, shall not be challenged at any meeting of the Council.

29. Committees

29.1 Council in Committee

The Council may at any meeting resolve itself into Committee for the purpose of transacting any business on the agenda for that meeting subject to the provisions of 10 above.

The Council in Committee shall not consider any matter not referred to it by the resolution resolving the Council into Committee. In exceptional circumstances where it is deemed necessary to consider a matter not included in the terms of reference, the Council shall be resumed, and the Chairman may ask leave of the Council to take up the consideration in Committee of such additional matters as may be deemed desirable.

The Council in Committee shall not have power to adjourn its own sittings, or to adjourn a debate to a future sitting but, if the business referred to it be not transacted, the Council may be resumed and the Chairman may move that the Council be again put into Committee on a future day. If the Council in Committee shall have transacted part of the business referred to it, without being able to reach a decision on all the business referred to it, the Chairman may, with leave of the Committee, report progress, and ask the Council for permission to sit again.

While the Council is in Committee, a motion may be made at the conclusion of any speech "That the Chairman do leave the Chair" or "That the Chairman do report progress". The former resolution, if carried, shall supersede the business of the Committee and when the Council shall be resumed, no report shall be made by the Chairman.

If the Chairman be directed to report the resolutions or other proceedings of the Committee, the Council shall be resumed and the report having been received without question put, a motion for its adoption shall be moved, which motion shall be put without debate.

29.2 Appointment of Committees

The Mayor and Deputy Mayor of the Council shall be ex officio members of every Committee appointed by Council (except Planning Committee)

The following Committees shall be Standing Committees of the Council and shall consist of the number of Members (exclusive of the Mayor and Deputy Mayor) specified opposite each Committee:-

Corporate Services Committee	15 Members	(plus 2 ex-officio Members)			
Environmental Services Committee	15 Members		“	“	“
Leisure and Community Development Committee	15 Members		“	“	“
Development Committee	15 Members		“	“	“
Governance and Audit Committee	15 Members		“	“	“
Planning Committee	11 Members				

29.3 Quorum at Committees

Except where authorised by a statute or ordered by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless at least one-third of the whole number of the Committee is present. In the case of Planning Committee, business shall not be transacted unless at least one-half of the whole number of the Committee is present.

29.4 Notice of and summoning of Committee Meetings

The Notice and Summons of a Committee meeting shall be in accordance with 4 above.

29.5 Order of Business

The order of business at every Committee meeting shall be as follows:-

- a) Apologies
- b) Confirmation of the minutes of the last stated meeting and of all adjourned meetings and special meetings held since the last meeting.
- c) Declaration of Members' Interests (Member must withdraw from meeting during discussion of item)
- d) Reports of Officers
- e) Presentations and deputations
- f) Any other Business

29.6 Day and hour of Committee Meetings

Committees will be held on a monthly basis (except for July and August) as outlined below:-

*Planning Committee	-	1 st Monday in every month
Leisure & Community Development Committee	-	1 st Tuesday of every month
Environmental Services Committee	-	1 st Wednesday of every month
Development Committee (following Env Services Committee)	-	1 st Wednesday of every month
Governance & Audit Committee	-	2 nd Tuesday of every Month
Corporate Services Committee (following Governance and Audit Committee)	-	2 nd Tuesday of every month (following

*Planning Committee meetings will be held every month including July and August.

In addition each Committee shall, from time to time, fix additional meetings at a day and hour to be notified to Council and also may vary the date and time of the scheduled meeting for the efficient conduct of business.

29.7 Special Meetings of Committees

The Chairman of a Committee or the Mayor may call a Special Meeting of a Committee at any time. Subject to any statutory provision in that behalf, a Special Meeting shall also be called on the requisition of not less than three members of the Committee, delivered in writing to the Clerk to the Committee concerned. The summons to the Special Meeting shall set out the business to be considered thereat, and no business other than that set out in the summons shall be considered at that meeting.

29.8 Reports of Committees

A Standing Committee shall report to the meeting of the Council immediately following the meeting of such Standing Committee.

29.9 Adoption of Minutes of Standing Committees and Special Committees

The minutes of proceedings at a meeting of a Standing Committee or Special Committee shall be circulated with the notice convening the appropriate meeting of the Council.

29.10 Voting in Committees

Voting at a meeting of a Committee or Sub-Committee shall be by the same method as decided at Council meetings.

29.11 Standing Orders of Committees

All Standing Orders of the Council shall, with necessary modification apply to Committee and Sub-Committee meetings.

29.12 Duties of Standing Committees

The Standing Committees shall have charge of and be responsible to the Council for the several matters hereinafter respectively described as far as the same come within the jurisdiction of the Council, and such other matters within the jurisdiction of the Council as shall arise from time to time and shall not have been specifically entrusted to a particular Committee, and shall give effect to the several Statutes, Orders and Regulations governing said matters as the same are hereinafter set forth and all other Statutes, Orders and Regulations relating thereto and hereafter for the time being in force and shall superintend and control the several departments necessary for the carrying out of said matters, that is to say -

Corporate Services Committee

All finance, including allocation of resources and general budgetary control, administration, marketing, consultation on education and health services matters.

To establish and maintain Human Resources and Employment policies for the Council's employees at all levels. To ensure that procedures exist to put these policies into effect and to maintain their effectiveness.

Environmental Services Committee

All matters relating to the Technical Services and Environmental Health Services of the Council.

Leisure & Community Development Committee

All matters pertaining to Leisure & Community Development functions.

Planning Committee

Functions as outlined in the agreed Scheme of Delegation, and as outlined under Planning Legislation and matters arising therefrom.

Development Committee

All matters relating to the Council's Development activities, including Economic, Tourism Development and Building Control.

Governance and Audit Committee.

To agree and monitor the implementation of all Governance issues and to address other strategic policy matters which require attention.

In addition to the above a Terms of Reference will be developed for each Committee and will be appended to this document.

29.13 Format of Planning Committee Meetings

In accordance with any statutory requirements and best practice, the Planning Committee will develop a protocol for the effective and efficient conduct of Committee business.

29.14 Chairman Responsible

The Chairman of each Committee shall be responsible to the Council for the general direction of the business entrusted to his Committee, and he shall take charge of, or in his absence arrange for, the moving of the adoption of the Report of his Committee at the meeting of the Council to which it is submitted.

29.15 Sub-Committees

Each Standing Committee may appoint Sub-Committees for specific purposes. A Sub-Committee shall meet as often as necessary for the transaction of the business for which it was appointed. The Report of the Sub-Committee shall, whether appointed under this Standing Order or otherwise, be submitted to the parent Committee for confirmation prior to being brought before the Council.

29.16 **Attendance at Committees and Sub-Committees**

Every Member of the Council may attend meetings of any Committee or Sub-Committee and, subject to permission of the Chairman of the Committee or Sub-Committee, shall be heard on any matter, but he shall not, unless he is a Member of the Committee or Sub-Committee, vote in any division or propose any resolution or amendment.

29.17 **Policing and Community Safety Partnership**

Under Schedule 13 (3) of the Justice (Northern Ireland) Act 2011, the Council shall exercise its power to appoint 10 political Members of the PCSP so as to 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. In accordance with Section 10 (1) (a) of the Act, the Council shall appoint a Chair from among the political members. In appointing to the office of Chair, the Council shall ensure that, so far as practicable:

- a person is appointed to that office for a term of 12 months at a time or, for a period ending with the reconstitution date next following that person's appointment;
- that the office is held in turn by each of the four largest parties represented on the Council immediately after the last Local General Election.

30. **Seal**

30.1 **Custody of Seal**

The Common Seal of the Council shall be kept in a safe place secured by a lock, the keys of which shall be in the custody of the Chief Executive of the Council or a deputy authorised by him for the purpose.

30.2 **Sealing of Documents**

The Common Seal of the Council shall not be affixed to any document unless the sealing has been authorised by a resolution of the Council or of the Corporate Services Committee to which the Council have delegated their powers in this behalf, but a resolution of the Council authorising the acceptance of any tender, the purchase, sale, letting or taking of any property, the issue of any stock, the presentation of any petition, memorial, or address, the making of any rate or contract, or the doing of any other thing, shall be a sufficient authority for sealing any document necessary to give effect to the resolution.

30.3 **Attesting Seal**

Every instrument to which the seal of the Council is affixed shall be signed by a Member of the Council and by the Chief Executive or some other person appointed by the Council for the purpose.

30.4 **Record of documents sealed to be kept**

An entry of the sealing of every deed and other document to which the Corporate Seal shall have been affixed shall be made in the minutes of the Meeting of the Council at which the affixing of the Seal took place.

LISBURN & CASTLEREAGH CITY COUNCIL
ACCESS TO COUNCIL AND COMMITTEE MEETINGS
AND AGENDA REPORT MINUTES – PROTOCOL

Version Control

Version	Date	Author / Amendments	Status
5.0	28 May 2015	C Connolly	Agreed (G & A 12.05.15)

Introduction

This protocol has been developed in accordance with the provisions in Part 8 (Access to Meetings and Documents) of the Local Government Act (Northern Ireland) 2014 and the Council's Standing Orders.

With the exception of the provision relating to audio recordings, this applies to all meetings of the Council and Committees which are open to the public.

Summary of Provisions of the Legislation and Associated Actions

(1) Open Meetings

All meetings of the Council (and Committees) are open to the public except to the extent to which they are excluded (either during the whole or part of proceedings). They can only be excluded in accordance with Part 8 42 (2) of the Local Government Act (NI) 2014:-

- The public must be excluded from a meeting of Council during an item of business whenever it is likely, in the view of the nature of business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence; and nothing in this Part authorises or requires the disclosure of confidential information in breach of the obligation of confidence.

The legislation provides a definition of confidential business (Part 8 42 (3) Schedule 6 and exempt information (Section 51)).

(2) "In Committee"

Where an item is deemed confidential, then this will be dealt with "In Committee" and the members of the public and, if appropriate, the relevant officers, will be asked to leave. This must be done by resolution of the committee with the Chairman identifying the following:

- what proceedings or part thereof will be dealt with " In Committee" and also
- the description of the exempt information giving rise to the exclusion of the public.

Please see Schedule 6 Part 1 of the Act, attached under separate cover, for definition of what constitutes exempt information.

The agenda for meetings should include further information on confidential matters which gives rise to the exclusion of the public e.g. "Report from HR Business Partner on HR Matters"

Action – In preparing reports, the Chief Executive and Directors should ensure that items being dealt with 'In Committee' are separate from the main report, and the agenda provides appropriate information on what is being discussed in Committee. Members' Services will then place such items in the confidential folder on Sharepoint.

At the meeting, the Chief Executive / Director should advise the Chairman of the requirement to get a proposer and seconder to both go and come out of "In Committee" and for the Chair to give the description of the exempt information giving rise to the exclusion of the public.

(3) Notice of Meeting and Agenda

These are required to be available at the Council offices 5 days in advance of the meeting or if called later, as soon as possible in advance of the meeting. This is also a requirement under Standing Orders.

Action – Members' Services have arrangements in place for the agenda to be placed at the concierge desk at LVI Rotunda. In addition, the Schedule of Meetings, on a quarterly basis, has been placed on Council website.

Note: - In order to comply with the above, for Committees where Members' Services currently draft reports (G&A and Corporate Services), all relevant information should be with Members' Services by close of play on the Monday of the week prior to the meeting.

For all other Committees, all relevant information should be with Members' Services by close of play on Tuesday.

Note:- For all tabled and additional reports for Council/Committee, the relevant Director should have the prior approval of the Mayor/Chairman.

Note:- Special meetings of Committee and Council should only be held in exceptional circumstances such as to deal with timebound funding and contractual issues which cannot wait to next Council or Committee meeting.

(4) Access to reports

Reports are required to be available for inspection (excluding confidential items) by members of the public at least five days before the meeting or as it becomes available. Members should be sent the reports in the first instance and then made available to the public.

Action – Reports will be available for inspection between 9.00am and 5.00pm from Members' Services at LVI.

- (i) At the meeting a reasonable number of copies of the agenda and reports, subject to exclusion of any item deemed confidential, must be made available for inspection by members of the public in attendance.
- (ii) Hard copies of reports will be provided by Members' Services for the Chair of Committee (Mayor for Council meetings).
- (iii) As an interim, it has been agreed that hard copies of the Planning Committee reports will be circulated to all Members of the Planning Committee.

Action - Members' Services will provide 3 copies of the report (excluding items deemed confidential) and the agenda for all meetings with 6 copies for meetings of the Planning Committee and Full Council. This will be kept under review. Directors are to advise if there is an item which is likely or has potential to warrant increased public attendance.

Agreed -

- that agenda for all meetings be placed on the Council's Website 5 days prior to the meeting and
- reports for Council and Committee (excluding confidential matters) be placed on the Council's Website on either the day before (if possible) or at the latest on the morning of any meeting.

(5) Minutes

Draft minutes are required to be published 2 days after the meeting.

Action – Members' Services will produce the draft minute and following approval by Chief Executive / Director and then Chair of Committee, will place these in the relevant committee folder in Sharepoint and email Members to advise of this.

The legislation requires that a Council “as soon as is reasonably practicable” place on its website a copy of the minutes.

Action - After the minutes of a meeting have been agreed (i.e ratified by Council), Members’ Services will forward to MCU for posting on the Council website. Once there are trained administrators, Members’ Services will undertake this task.

(6) Audio Recording

The legislation requires a Council to make an audio recording of any meeting of the Council which is open to the public and the recording must be made available at the Council offices for a period of 6 years.

This applies to the monthly meeting of Council only.

Action – At this juncture, Centre Management will arrange for a technician to be in attendance at monthly meetings of Council to record these meetings (excluding any items deemed confidential and “In Committee”). After the meeting, the technician will forward this to Members’ Services who will listen to the recording to ensure that any item “In Committee” has not been recorded and that the audio quality is adequate. Dependent on the items discussed at the meeting, the Chief Executive or relevant Director may also be asked to review this. Members’ Services will then forward to MCU a copy of the audio recording and this will be posted on the website.
Timescale – 3 working days after the meeting.

SCHEDULE 6

ACCESS TO INFORMATION : EXEMPT INFORMATION

PART I

DESCRIPTIONS OF EXEMPT INFORMATION

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the Council holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.
5. Information in relation to which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the Council proposes-
 - (a) to give under any statutory provision a notice by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any statutory provision.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

LISBURN & CASTLEREAGH CITY COUNCIL

Governance & Audit Committee

Terms of Reference

Scope

The Governance & Audit Committee (“the Committee”) will be responsible for recommending to Council the key decisions and actions required to be taken specifically in relation to the work of the Audit Unit and the Chief Executive’s Department.

This will include the following core areas:

- Audit Issues
- Risk Management & Corporate Performance Improvement
- Constitution and Standing Order Issues
- Policy development and procedures

This list is not exhaustive and business priorities may require changes from time to time.

Membership

The Committee is comprised of 15 Elected Members plus the Mayor and Deputy Mayor as Ex-Officio Members who have been appointed to the Committee at the most recent Annual General Meeting.

Members may be required to represent the Committee and Council at pertinent events.

Chair

The Committee will be chaired by the Member nominated at the most recent Annual General Meeting. In the absence of the Chair, the Committee will be chaired by the Deputy Chairperson. In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

Meetings

The Governance & Audit Committee will normally meet quarterly on the second Thursday of the month.

All meetings of the Committee will be governed by the Council's Standing Orders and the Local Government Code of Conduct for Councillors.

Sub-Committees and Working Groups

The Committee has the facility, if it so wishes, to establish and appoint any number of Sub-Committees and Working Groups it deems necessary to consider in more detail the work of the Committee concerning specific issues related to the Audit Unit.

Communication and Reporting

The Minutes of the Committee will be presented for adoption at the monthly Council meeting immediately after the Committee meets by the Chair of the Committee or the Vice Chair in the absence of the chair.

Date agreed by Council: September 2018

LISBURN & CASTLEREAGH CITY COUNCIL

Corporate Services Committee

Terms of Reference

Scope

The Corporate Services Committee (“the Committee”) will be responsible for recommending to Council the key decisions and actions required to be taken specifically in relation to the work of the Service Support Directorate.

This will include the following core areas:

Finance & IT
Procurement & Insurance
Human Resources & Organisation Development
Democratic & Business Services
Review & approve the capital investment programme and expenditure
Marketing & Communications

This list is not exhaustive and business priorities may require changes from time to time.

Membership

The Committee is comprised of 15 Elected Members plus the Mayor and Deputy Mayor as Ex-Officio Members who have been appointed to the Committee at the most recent Annual General Meeting.

Members may be required to represent the Committee and Council at pertinent events.

Chair

The Committee will be chaired by the Member nominated at the most recent Annual General Meeting. In the absence of the Chair, the Committee will be chaired by the Deputy Chairperson. In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

Meetings

The Corporate Services Committee will normally meet on the second Wednesday of each month.

All meetings of the Committee will be governed by the Council's Standing Orders and the Local Government Code of Conduct for Councillors.

Sub-Committees and Working Groups

The Committee has the facility, if it so wishes, to establish and appoint any number of Sub-Committees and Working Groups it deems necessary to consider in more detail the work of the Committee concerning specific issues related to the Service Support Department.

Communication and Reporting

The Minutes of the Committee will be presented for adoption at each monthly meeting of Council by the Chair of the Committee or the Vice Chair in the absence of the chair.

Date agreed by Council: September 2018

LISBURN & CASTLEREAGH CITY COUNCIL

Leisure & Community Wellbeing Committee

Terms of Reference

Scope

The Leisure & Community Wellbeing Committee (“the Committee”) will be responsible for recommending to Council the key decisions and actions required to be taken specifically in relation to the work of the Leisure & Community Development Directorate.

This will include:

- Sports Facilities
- Sports Development & Active Lifestyles
- The Arts
- Heritage & Museum Services
- Committee Development including Community Transport
- Parks, Burials & Open Spaces including access to the Countryside
- Outdoor Recreation
- Play Development
- Council Outdoor Public Events

This list is not exhaustive and may require changes from time to time as directed by Council.

Membership

The Committee is comprised of 15 Elected Members plus the Mayor and Deputy Mayor as Ex Officio Members who have been appointed to the Committee at the most recent Annual General Meeting.

Members may be required to represent the Committee and Council at pertinent events.

Chair

The Committee will be chaired by the Member nominated at the most recent Annual General Meeting. In the absence of the Chair, the Committee will be chaired by the Vice

Chairperson. In the absence of the Vice Chairperson, a chair for the meeting will be agreed by the Members present.

Meetings

The Leisure & Community Wellbeing Committee will normally meet on the first Tuesday of each month.

All meetings of the Committee will be governed by the Council's Standing Orders and the Local Government Code of Conduct for Councillors.

Sub-Committees and Working Groups

The Committee has the facility, if it so wishes, to establish and appoint any number of Sub-Committees and Working Groups it deems necessary to consider in more detail the work of the Committee concerning specific issues related to the Leisure & Community Wellbeing Department.

Communication and Reporting

The Minutes of the Committee will be presented for adoption at each monthly meeting of Council by the Chair of the Committee or the Vice Chair in the absence of the chair.

Date agreed by Council: September 2018

LISBURN & CASTLEREAGH CITY COUNCIL

Development Committee

Terms of Reference

Scope

The Development Committee (“the Committee”) will be responsible for recommending to Council the key decisions and actions required to be taken specifically in relation to the work of the Service Transformation Directorate.

This will include the following core areas:

- Economic Development
- Regeneration and Infrastructure
- Tourism
- Rural Development
- Employment programmes
- Inward Investment
- Area Plan Development
- Community Planning

This list is not exhaustive and business priorities may require changes from time to time.

Membership

The Committee is comprised of 15 Elected Members plus the Mayor and Deputy Mayor as Ex-Officio Members who have been appointed to the Committee at the most recent Annual General Meeting.

Members may be required to represent the Committee and Council at pertinent events.

Chair

The Committee will be chaired by the Member nominated at the most recent Annual General Meeting. In the absence of the Chair, the Committee will be chaired by the Deputy Chairperson. In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

Meetings

The Development Committee will normally meet on the first Wednesday of each month.

All meetings of the Committee will be governed by the Council's Standing Orders and the Local Government Code of Conduct for Councillors.

Sub-Committees and Working Groups

The Committee has the facility, if it so wishes, to establish and appoint any number of Sub-Committees and Working Groups it deems necessary to consider in more detail the work of the Committee concerning specific issues related to the Service Transformation Directorate.

Communication and Reporting

The Minutes of the Committee will be presented for adoption at the monthly Council meeting immediately after the Committee meets by the Chair of the Committee or the Vice Chair in the absence of the Chair.

Date agreed by Council: September 2018

LISBURN & CASTLEREAGH CITY COUNCIL

Environmental Services Committee

Terms of Reference

Scope

The Environmental Services Committee (“the Committee”) will be responsible for recommending to Council the key decisions and actions required to be taken specifically in relation to the work of the Environmental and Regulatory Services Directorate.

This will include the following core areas of service:

- Building Control
- Environmental Health
- Waste Policy, cleansing and operations
- Technical & Estates
- Planning (Enforcement)

This list is not exhaustive and business priorities may require changes from time to time.

Membership

The Committee is comprised of 15 Elected Members plus the Mayor and Deputy Mayor as Ex-Officio Members who have been appointed to the Committee at the most recent Annual General Meeting.

Members may be required to represent the Committee and Council at pertinent events.

Chair

The Committee will be chaired by the Member nominated at the most Annual General Meeting. In the absence of the Chair, the Committee will be chaired by the Deputy Chairperson. In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

Meetings

The Environmental Services Committee will normally meet on the first Wednesday of each month.

All meetings of the Committee will be governed by the Council's Standing Orders and the Local Government Code of Conduct for Councillors.

Sub-Committees and Working Groups

The Committee has the facility, if it so wishes, to establish and appoint any number of Sub-Committees and Working Groups it deems necessary to consider in more detail the work of the Committee concerning specific issues related to the Environmental and Regulatory Services Department.

Communication and Reporting

The Minutes of the Committee will be presented for adoption at each monthly meeting of Council by the Chair of the Committee or the Vice Chair in the absence of the chair.

Date agreed by Council: September 2018

LISBURN & CASTLEREAGH CITY COUNCIL

Capital Projects Committee

Terms of Reference

Scope

The Capital Projects Committee (“the Committee”) will be responsible for recommending to Council the key decisions and actions required to be taken on a cross-directorate basis.

This will include capital investment projects proposed by the Council and be supplemented by the cross reference of the updated report of the affordability limits presented to Corporate Service committee, as per the chart below.

This list is not exhaustive and business priorities may require changes from time to time.

Membership

The Committee is comprised of 14 Elected Members plus the Mayor and Deputy Mayor as Ex-Officio Members who have been appointed to the Committee at the most recent Annual General Meeting. Members may be required to represent the Committee and Council at pertinent events.

Chair

The Committee will be chaired by the Member nominated at the most Annual General Meeting. In the absence of the Chair, the Committee will be chaired by the Deputy Chairperson. In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

Meetings

The Capital Projects Committee will normally meet bi-monthly on the 2nd Tuesday of the month.

All meetings of the Committee will be governed by the Council’s Standing Orders and the Local Government Code of Conduct for Councillors.

Sub-Committees and Working Groups

The Committee has the facility, if it so wishes, to establish and appoint any number of Sub-Committees and Working Groups it deems necessary to consider in more detail the work of the Committee

Communication and Reporting

The Minutes of the Committee will be presented for adoption at each monthly meeting of Council by the Chair of the Committee or the Vice Chair in the absence of the chair.

Date agreed by Council: September 2018

Protocol for the Operation of the Lisburn & Castlereagh City Council Planning Committee

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PURPOSE OF THE PROTOCOL

1. The purpose of this protocol is to outline practical handling arrangements for the operation of Lisburn & Castlereagh City Council's Planning Committee.
2. The protocol should be read in conjunction with the relevant provisions of the Council's Standing Orders and the Code of Conduct for Councillors. It is not intended to replace either document.

REMIT OF THE PLANNING COMMITTEE

Development Plan

3. The Planning Committee's role in relation to development plan is to approve the local development plan before it is passed by resolution of the full Council. The Committee will also have an oversight role to ensure that the local development plan is monitored annually, particularly in terms of the availability of housing and land for economic development. The Committee will also need to ensure that the Plan is reviewed every 5 years, giving consideration to whether there is a need to change the plan strategy or zonings, designations and policies.

Development Management

4. The main role of the Planning Committee in relation to development management is to consider planning applications made to the Council as the local planning authority and decide whether or not they should be approved. The Planning Committee will have full delegated authority, meaning that the decisions of the Planning Committee will not go to the full Council for ratification.

Enforcement

5. The enforcement of planning controls will be delegated to appointed officers with the Planning Committee receiving regular reports on the progress of enforcement activities.

SIZE OF THE PLANNING COMMITTEE

6. There is no simple link between the size of a committee and its efficiency and effectiveness. Best practice recommends that a Planning Committee should consist of between 20-50% of the council members and that there should be a quorum. A quorum, as outlined in the Council's Standing Order, is required for the Planning Committee to convene. Business shall not be transacted unless 50% of the members of the Committee are present.
7. The Lisburn & Castlereagh City Council Planning Committee will comprise 11 members with no substitutions being permitted.

8. The Head of Planning (or deputised officer) is expected to attend all Planning Committee meetings in addition to planning officers presenting their reports.

FREQUENCY OF MEETINGS

9. In accordance with the Council's Standing Order, Committees will be held on a monthly basis. The Planning Committee will meet on the 1st Monday in every month. The Committee shall from time to time fix its own day and hour of meeting and notify the Council. Committee meeting dates and times will be published on the Council's website at least 10 working days in advance of the meeting.

SCHEME OF DELEGATION

10. A Scheme of Delegation is where decision making for local applications is delegated to an appointed officer rather than the council thereby enabling speedier decisions and improved efficiency. Section 31(1) of the Planning Act (Northern Ireland) 2011 requires a Council to produce a scheme of delegation for operation in its area.
11. The Council's planning Scheme of Delegation relates only to applications falling within the category of local development as defined under regulation 2 of the Planning (Development Management) Regulations 2015. Certain statutory restrictions that apply to the Council's scheme of delegation, prevent certain types of application from being delegated to officers thereby requiring them to be determined by the Planning Committee. These restrictions are set out in Part A of the Council's approved scheme.
12. The Council's scheme of delegation was approved by the Department of the Environment on 1st April 2015. The scheme takes effect on 1st April 2015.
13. In accordance with regulation 10 of the Planning (Development Management) Regulations (Northern Ireland) 2015, the scheme is available to view on the Council's website www.lisburncastlereagh.gov.uk. A copy is also available at the Island Civic Centre, the Island, Lisburn, Co Antrim, BT27 4RL.
14. The Scheme of Delegation will be reviewed periodically to ensure that it remains current and relevant.

ENFORCEMENT

15. In accordance with the Council's Scheme of Delegation, the enforcement of planning controls will be delegated to the appointed officers. The Planning Committee will be informed of progress on cases and can request a report from officers to the Committee on any enforcement matter (but the Committee should not take any decisions on enforcement action).
16. Planning officers will prepare a quarterly report on the progress of formal enforcement cases which will be circulated to all Councillors, detailing the number of notices issued, and convictions obtained, as opposed to providing details of individual case.

REFERRAL OF DELEGATED APPLICATIONS TO THE PLANNING COMMITTEE

17. The planning officer will prepare a weekly list that will indicate which applications are to be considered by the Planning Committee and which are to be determined by officers in accordance with the Scheme of Delegation.
18. Lists will be circulated to **all** Councillors.
19. **Members of the Council** can request that a delegated application be referred ('called-in') to the Planning Committee. If a member of the full council wishes to request a referral they can only do so if the planning application relates to a proposal within their respective District Electoral Area (DEA).
20. In such cases, members must notify the Chair of the Planning Committee of requests in writing or by email stating clearly the reason(s) for such requests. Valid planning reasons must be provided for **all** applications 'called-in'. Requests must be made within 14 days of the application being publicly advertised.
21. In addition, where applications have been delegated to officers and objections have been received or the decision is to refuse planning permission, **Members of the Planning Committee** members will be notified by email of the decision, the reason for the decision, and the nature of the objections received and how they have been considered. If considered appropriate, Planning Committee members can then request that applications are 'called-in'. Such request must be made within 5 working days.
22. In either of the above circumstances an authorised senior planning officer will then liaise with the Chair to determine whether the reasons which have been set out constitute material considerations so as to merit referral to the Committee. If the reasons do not constitute material considerations the member will be advised accordingly.
23. The agenda will be amended as soon as possible to reflect those applications that have been 'called-in'.
24. The Head of Planning may also consider it prudent to refer a delegated application to the Planning Committee for determination.

FORMAT OF PLANNING COMMITTEE MEETINGS

25. Lisburn & Castlereagh City Council will operate its Planning Committee in accordance with its own standing orders.

Standard Items

26. The agenda will allow for the inclusion of the following items:
 - Notice of meeting

- Apologies
- Approval of the minutes of the previous meeting
- Declaration of Interests
- Schedule of Planning Applications
- Development Plan Issues
- Enforcement Matters

Committee Papers

27. All Planning Committee members will be sent an agenda in advance of the committee meeting. The following papers (where appropriate) will also be provided:
- Minutes of the previous meeting for approval as a complete record;
 - Details of Development Plan Issues
 - Details of relevant Enforcement Matters
 - Details of delegated applications for noting only by the Committee;
 - Details of proposed pre-determination hearings;
 - Details of non-delegated applications (including those brought back following deferral) for consideration by the Committee;
 - Details of applications for regional significance with an impact upon the Council area in response of which the Council is a statutory consultee or where it may wish to make representation;
 - Performance Management Reports
28. The Chair may hold a briefing session (at least two working days in advance of the scheduled committee meeting) with planning officers in advance of the planning committee meeting.
29. Where necessary, planning officers will prepare an addendum on the day of the meeting to report any updates since the agenda was issued.
30. Planning Committee meetings should be open to the public.

Declaration of Interests

31. At the beginning of **every** meeting, Councillors will be asked to declare an interest in any item on the agenda and must then leave the meeting for that item. Once discussions are complete, members will be invited to return to the meeting. Notification of the Committee decision will be provided before the meeting reconvenes.

PRE-DETERMINATION HEARINGS

32. The Planning Committee has a **mandatory** requirement to hold Pre-determination hearings for those major applications which have been referred to the Department for call-in consideration, but have been returned to the Council for determination. The Council's Planning Committee will therefore have to hold a hearing prior to the application being determined.

33. Councils may also hold Pre-determination hearings, at their own discretion, where it is considered necessary to take on board local community views as well as those in support of the development. In deciding whether to apply discretion, members will take into account the following;
- Relevance of the objections in planning terms;
 - The extent to which relevant objections are representative of the community, particularly in the context of pre-application community consultation; and
 - The numbers of representations against the proposal in relation to where the proposal is and the number of people likely to be affected by the proposal.
34. Applicants and those who have submitted relevant representations will be afforded an opportunity to be heard by the council before it takes a decision. When holding a Pre-determination hearing, the procedures will be the same as those applied to normal Planning Committee meetings. The Planning Officer will produce a report detailing the processing of the application to date, and the planning issues to be considered. In circumstances whereby the committee decides to hold the hearing on the same day as it wishes to consider and determine the application, the report to councillors will also include a recommendation.
35. Pre-determination hearings will take place **after** the expiry of the period for making representations on the application but **before** the Committee meets to discuss the application. Whilst the Committee will endeavour to hold its pre-determination hearings out with the committee meeting at which the application will be considered, it is recognised that this may not always be possible.

PUBLIC SPEAKING

Procedures for Public Speaking

36. The following procedures will apply to Lisburn & Castlereagh City Council Planning Committee meetings:
- Requests to speak should be received by the council (in writing or by email) at least 5 working days prior to the scheduled committee meeting. The request must set out the planning reasons that the speaker wishes to raise. At the meeting, the chair will decide whether to allow any relevant information to be tabled which was not made available to members in advance of the meeting;
 - The Planning Committee will be provided with copies of all relevant information/statements;
 - Other councillors may attend and speak about an applications;
 - Local councillors may speak for 5 minutes, members of the public (including agents/representatives) for 3 minutes;

- In addition to councillors addressing the Planning Committee, one person from those objecting to the proposal and one person in support of the proposal will be allowed to speak. Where there is more than one request to speak, the 3 minutes will be shared or one person can be appointed to speak.
- If an objector speaks, the applicant will be allowed to respond even if they have not registered to speak in advance;
- The Planning Committee can seek clarification of those who has spoken but must not enter into a debate on any issue raised;
- No documentation should be circulated at the meeting to members by speakers;
- Applications where there will be speakers from the public will be taken first;
- Planning officers can address any issues raised and the Planning Committee can question officers.

37. The chair may agree to accept representations outside these procedures under exceptional circumstances.

COMMITTEE DECISIONS

38. The main role of the Planning Committee is to consider applications made to the council as the local planning authority and decide whether or not that should be approved.

Committee Decision making Options

39. The Committee will discuss applications presented to it before taking a vote on one the following options:

- Approve the application with conditions as recommended;
- Approve the application with amended conditions;
- Refuse the application for the reasons recommended;
- Refuse the application with additional or different reasons recommended;
- Defer the application to allow additional information/clarification to be provided or site visit to be arranged;

40. Any additional conditions/reasons for refusal must be proposed and seconded before being voted on by members.

41. Members must be present for the discussion on the entire item (including site visit), otherwise they cannot take part in the debate or vote on that item.

42. The Committee chair has a casting vote.

Decisions Contrary to officer recommendation

43. The decision as to whether planning permission should be approved or refused lies the Committee. The views, opinions and recommendations of planning officers may on occasion be at odds with the views, opinions or decision of the Planning Committee or its members. This is acceptable where planning issues are finely balanced.
44. The Committee can accept or place a different interpretation on, or give different weight to, the various arguments and material considerations.
45. Committee decisions contrary to officer recommendation may be subject to legal challenge. Members must therefore ensure that the reasons for the decision are set out and based on proper planning reasons. The Planning officer should always be given the opportunity to explain the implications of the Planning Committee's decision.
46. Decisions contrary to an officer's recommendation must be formally recorded in the Committee minutes and a copy placed on the file.

Appeal contrary to officer recommendation

47. In the event of an appeal against a refusal of planning permission contrary to officer recommendation, the committee should decide who should attend the appeal to defend the decision. The following options are available;
 - Council could require planning officials to prepare the case for written submission and/or attend the appeal even if it is against their recommendation;
 - Members who proposed and seconded a motion to refuse contrary to officer recommendation may be called as council witnesses;
 - Planning consultants or different planner from those who made the original recommendation may be used;

Decisions Contrary to Local Development Plans

48. Planning decisions should be taken in accordance with the local development plan (in so far as material to the application) unless material considerations indicate otherwise.
49. If a committee member proposes, seconds or supports a decision contrary to the local development plan they will need to clearly identify and understand the planning reasons for doing so and must be able to demonstrate how these reasons justify overruling the development plan.
50. The reasons for any decisions which are made contrary to the development plan will be formally recorded in the minutes and a copy placed on the application file/electronic record.

DEFERRALS

51. The Planning Committee can decide to defer consideration of an application to the next meeting for the following reasons:

- For further information,
 - Further negotiations; or
 - For a site visit
52. Members should be aware that deferrals will inevitably have an adverse effect on processing times, and therefore should be an exception. However, deferral of a decision to a later Committee can be used to allow time for reflection, where the Committee is minded to refuse a proposal against officer recommendation. This can allow time to reconsider, manage the risk associated with the action, seek legal advice, and ensure that officers can provide additional reports and draft reasons for refusal.

SITE VISITS

53. It is recognised that on occasion, members of the Planning Committee may request an opportunity to visit a site to help them better understand the details of a development proposal in the context of the application site and the surrounding land and buildings; and to more fully understand the issues raised by all interested parties.
54. Due to the potential for site visits to cause delay to the planning process, they will be carried out by exception and when a benefit to the planning process can result. They will not be used to defer difficult decisions on controversial applications because applicants or objectors request them, or so that members can appease their constituent. The decision to undertake a committee site visit will involve prior consultation with the Planning Committee chairperson.
55. It is important that requests for site visits are handled in a consistent and organised manner, and that administrative and procedural arrangement on site are understood.
56. Site visits form part of the meeting of the Planning Committee and members intending to declare a prejudicial interest in an application should not attend the site visit. Only committee members who attend the site visit will be permitted to remain at the meeting to consider the item as it is important that all members considering the application have the same information before them.
57. Members are reminded of the planning standards for processing major planning applications set out in the Local Government (Performance Indicators and Standards) Order (Northern Ireland) 2015.

Arranging a site visit

58. Where a site visit is agreed, the chair of the Planning Committee will contact the applicant/agent to arrange access to the site. Invitations will be sent to members of the Planning Committee. Only Planning Committee members, planning officers and local councillors will be permitted to attend the site visit. Where possible, the full Planning Committee should attend unless there are good reasons. It is important that councillors should not carry out their own unaccompanied site visits.
59. The Planning Committee chairperson will retain a record of the date of the visit, attendees and any other relevant information.

Site Visit Procedure

60. The Chairperson of the Planning Committee will oversee the conduct of site visits. They will start promptly at the time notified to members and interest persons. At the request of the committee chairperson, the planning officer may be invited to describe the proposal to members. Whilst committee members will be expected to be familiar with the planning officers report, plans/drawings may be used where necessary.
61. The planning officer may indicate matters of fact in relation to the proposal and surrounding land which members can take account of. Through the Committee chairperson, members can ask the planning officer for factual clarification on any planning matter relating to the proposal or surrounding land such as distances to adjoining properties or the location proposed car parking.
62. At no time during the site visit should members debate the merits of the planning application. To do so out with the Planning Committee meeting might imply that members had made their mind up.
63. At no time during the site visit should the applicant, their agent, any objector or any other member of the public be allowed to address members. The public right to address the Planning Committee does not arise until the item is reached on the committee agenda.
64. In order to assist members to retain their objectivity, they should keep together in one group with the chairperson and the planning officer and should avoid breaking away into smaller groups. Once the site visit is concluded, members should leave the site promptly.

Record Keeping

65. The planning officer will keep a record of member's attendance at the site visit and will pass this information to the Planning Committee Clerk for minute purpose. The planning officer will also prepare a written report on the site visit. This report will be presented to the next meeting of the Planning Committee scheduled to discuss the particular application.

NETWORK

66. It is anticipated that a network of Planning Committee chairs will be established and that members should meet regularly to discuss members of common interest. Lisburn & Castlereagh City Council's Planning Committee will contribute to this network when it is established.

REVIEW OF DECISIONS

67. Best practice suggests that in order to assess the quality of decision making, members should inspect a sample of implemented planning decisions on an annual basis. It is therefore intended that Lisburn & Castlereagh City Council's Planning Committee will on an annual basis inspect a sample of implemented planning decisions. In addition, to give assurances that the scheme of delegation is operating effectively, this inspection will also include a sample of decisions delegated to officers. Procedures will be prepared to assist with this review.

LEGAL ADVISER

68. The Lisburn & Castlereagh City Council Planning Committee will have access to legal advice on planning matters at each of its meetings.

REVIEW OF PROTOCOL

69. The reform of local government will see the majority of planning functions transfer to local councils in April 2015. This protocol will therefore be monitored and procedures reviewed as necessary to ensure that they remain current and relevant to the operational needs of the Lisburn & Castlereagh City Council Planning Committee.