

STANDING ORDERS

REGULATING THE PROCEEDINGS OF STRATEGIC POLICY COMMITTEES OF LOUTH COUNTY COUNCIL

Section 48 and 134 of the Local Government Act, 2001 provide that that the Local Authority shall establish Strategic Policy Committees (SPC) and a Corporate Policy Group the latter of which has specific statutory functions. These Standing Orders are prepared having regard to this, and all Guidelines published with regard to these provisions.

Establishment

1. The Chairman of the Council and the Chairmen of the Strategic Policy Committees shall form the **Corporate Policy Group**, which shall meet as often as required under the chairmanship of the Caoithearlach and shall provide a forum for discussion of policy affecting the whole Council and shall report to Council. The Group may also be convened from time to time to deal with statutory functions of the Group.
2. The Strategic Policy Committees shall be constituted in accordance with an SPC Scheme as adopted by the Council from time to time.
3. The Strategic Policy Committees shall consist of members of the Council and representatives of national sectoral pillars and members of the Public Participation Network (PPN) as outlined in any adopted SPC Scheme.
4. The Strategic Policy Committees of the Council shall be the following:
 - Economic Development and Enterprise Support.
 - Planning and Support Infrastructure.
 - Climate Action & Energy.
 - Community, Quality of Life & Creativity.
 - Housing.
5. Each Strategic Policy Committee shall meet as often as required, and at least four times a year, to deal with the business assigned to it. Timings of the meetings will be agreed at the inaugural meeting and will then apply to the full term of Council.
6. Meetings may be fully remote or fully in person with at least one meeting in person per annum.

Membership

Adopted April Meeting of Council on 25th April, 2022

7. The Strategic Policy Committees shall be appointed as soon as possible after a local election and the members shall hold office for the period of the life of the Council appointing.
8. An Elected Member may seek to change Committees if he/she proposes a mutual exchange with another member. This exchange must be approved by the Corporate Policy Group and shall not affect the statutory requirement that every member of Council sits on at least one Strategic Policy Committee.
9. If a Councillor member of a Committee ceases to be a Councillor then he/she automatically ceases to be a member of the Committee, and the Council shall appoint a person in his/her place.
10. If a Sectoral Representative of the Committee resigns from membership of an SPC or states that they are unable to attend meetings of the SPC for a period greater than 1 year then the nominating sector/subsector concerned shall select a replacement representative. Sectoral representatives should ensure that they feed back to their sector and that they are in a position to represent the views of their sector on issues being considered by the SPC.
11. Each nominating sector shall be entitled to deselect any of its nominees, in accordance with the criteria listed below and in this event the nominee shall cease to be a member of the Committee. In the event that a person is so deselected the sector/subsector so concerned may nominate another person in his/her place.
 - a) Criteria for de-selection
 - i. Non-attendance at the SPC meetings without reasonable explanation
 - ii. Non- attendance without reasonable explanation, at consultative meetings held by or for each Sector
 - iii. Resignation or otherwise from the nominating organisation.
 - iv. Failure to enjoy the support of two thirds of the approved organisations in his/her sector or sub-sector for continuance in office.
 - v. That the organisation represented ceases to exist;
 - vi. That the organisation represented following an AGM or an EGM expresses a wish that it be no longer represented by the person concerned.

Meetings

Adopted April Meeting of Council on 25th April, 2022

12. The Agenda for Ordinary Meetings of the Committee will issue 10 working days before the meetings based on an annual schedule of meetings. Agendas will be issued in soft copy only to members.
13. At a meeting of the Committee, the Chairman shall preside. The Chair at each meeting shall be taken within 15 minutes after the time appointed for the meeting. In the absence of the Chairman the meeting shall select a member to preside. The member must be a Councillor. In the event of a Chairman being absent for three consecutive meetings the matter will be referred to the CPG for consideration.
14. Four members shall constitute a quorum, three of whom shall be a member of Council and one of whom shall be a non elected member. If after 30 minutes from the agreed starting time of an ordinary meeting, a quorum is not present, the meeting shall stand adjourned to a date to be determined by the Chairman.

Business and Order of Business

15. It shall be the function of a Strategic Policy Committee to consider matters connected with the formulation, development, monitoring and review of policy which relate to the functions of the Strategic Policy Committee and the Local Authority and to advise on those matters. Recommendation's of the committee shall be submitted to the Council for approval and presented by the Chairperson of the committee.
16. The following is the Order of Business of a Committee
 - (a) Confirmation of Minutes
 - (b) Matters Arising
 - (c) Business submitted by the Director of Service (if any)
 - (d) Business referred from the Council (if any)
 - (e) Business referred from the CPG (if any)
 - (f) Work Programme
 - (1) Current Work Programme
 - (2) Items for consideration for future work programme
17. Each member may submit one strategic policy issue relevant to the business of the SPC of which they are a member for consideration by the Committee for inclusion in the future work programme of the Committee. This is to be submitted twenty clear days prior to a meeting.
18. Committee members who wish to have papers circulated for information only in conjunction with business on the agenda of a Committee meeting shall provide such papers to the relevant SPC Director 10 clear working days prior to the the meeting.

Minutes

19. Minutes of all Committee Meetings shall contain particulars of the names of the members present at the meeting, those who have conveyed their apologies to the Meetings Administrator (Relevant Director of Service in this case) prior to the time that the meeting is scheduled to conclude and those that are absent together with all decisions arrived at or recommendations which the Committee make.
20. The Minutes of every Committee meeting shall be signed by the Chairman following confirmation by the Committee. These will be subsequently listed for noting at the next County Council meeting. Minutes will be subsequently published on our website.

Rules of Debate

21. Meetings shall be conducted in a spirit of mutual respect and inclusiveness
22. Each Member of the Committee shall have a right to speak on an issue and the Chairman shall ensure that all members have an opportunity to contribute to debates and discussions.
23. The Committee shall, as far as possible, arrive at all decisions and recommendations by consensus.
24. Voting, if required, may be by a show of hands
25. Whenever any member shall be called to order by the Chairman, the member so called shall immediately resume his/her seat and shall not again address the Committee until they have complied with the request of the Chairman.
26. The Chairman shall rule on any question of the Standing Orders and shall also have a casting vote, if required.

Business not Reached

27. When at a meeting of the Committee the whole business set down for such meeting has not been reached, such business shall be set down to be disposed of at the next meeting of the Committee save that any item included in such business may be withdrawn by the member who submitted the item.
28. Item re-entered from a previous meeting shall retain their position on the agenda in accordance with the order of business set out in Standing Order No. 28 (j) (i).

Adopted April Meeting of Council on 25th April, 2022

Confidential Material

29. Certain matters which arise for discussion by the Strategic Policy Committee may be confidential and it is a matter for then Chairperson to declare that confidentiality shall be maintained on the issue.
30. It shall be the responsibility of each member of a Committee to ensure that confidentiality is maintained.

Personal/Pecuniary Interest

31. Committee members must comply with Section 176 & 177 of the Local Government Act, 2001, in relation to pecuniary or other beneficial interests. It is the responsibility of each Committee member to ensure compliance with these provisions in relation to each Committee meetings.
32. A member of a Committee must declare any personal, business/trade or professional interest, for which it is likely that attendance at a meeting or participation in a debate may reasonably constitute a conflict of interest.

Report of Chairperson and Recommendations

33. The Chairperson shall prepare a written report to be circulated to the Members as part of the Agenda of the next Council meeting. The report should reflect the issues considered by the Committee, the views expressed and the final recommendation(s) of the Committee.
34. Chairperson's report to be submitted to next appropriate Council meeting and should be circulated to each member of the Committee.

Admission of Press

35. The Press do not attend meetings of Strategic Policy Committees

Amending Standing Orders

36. A Strategic Policy Committee can recommend an amendment to or review of Standing Orders for consideration by the Corporate Policy Group. The proposed

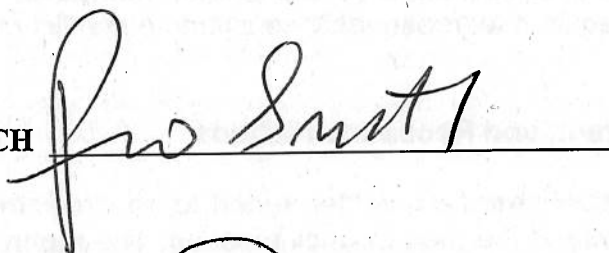
amendment must have the agreement of the majority of the total membership of the Committee.

Made and adopted under the Common Seal of the Council of the County of Louth this

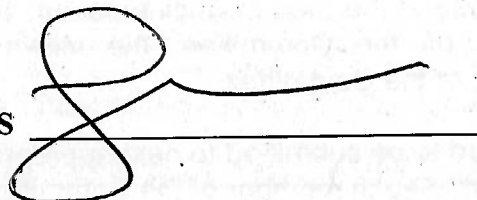
25th April 2022.

Present when the Common Seal of the Council of the County of Louth was affixed hereto:

CATHAOIRLEACH

A handwritten signature in black ink, appearing to read 'Pro Smith', written over a horizontal line.

DIRECTOR OF SERVICES

A handwritten signature in black ink, consisting of a large loop followed by a horizontal stroke, written over a horizontal line.

Adopted April Meeting of Council on 25th April, 2022