



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

**LIMERICK
JOINT POLICING
COMMITTEE
STANDING ORDERS**

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Limerick Joint Policing Committee Meetings – Standing Orders

1. Place, Date and Time of Meeting

- 1.1 In so far as practicable the place for holding meetings of the Limerick Joint Policing Committee (JPC) shall be the offices of Limerick City and County Council and meetings shall normally be held there, provided that the Committee may from time to time by agreement appoint an alternative location for a particular meeting.
- 1.2 The day and times of the meetings of the Joint Policing Committee shall ordinarily be Friday at 10.00 a.m. unless otherwise agreed with the Steering Group.
- 1.3 Four (quarterly) meetings will be held each year.
- 1.4 Any proposal to hold additional meetings of a JPC must be agreed in advance by the Steering Group.
- 1.5 A public meeting is to be held at least once a year.
- 1.6 In so far as practical meeting documentation should be circulated 7 days in advance of meeting.

2. Chairperson

- 2.1 The Chairperson of the JPC will be drawn from the Elected Members nominated to the JPC.
- 2.2 The term of office of a Chairperson shall be not less than two years and, in view of the central role of the Chairperson to the success of the JPC, Committees are encouraged to consider appointment of a Chairperson for a longer period.
- 2.3 It is open to the JPC to appoint a Vice Chairperson from among the Elected Members. The Elected Members of the JPC shall appoint the Vice Chairperson of the JPC.
- 2.4 The JPC shall ensure that, as far as is practicable, the offices of Chairperson and Vice Chairperson are at all times held by Elected Members of different political groupings.

3. Steering Group

- 3.1 The Steering Group of the Joint Policing Committee is to consist of the Chairperson of the JPC, Chief Superintendent or a person nominated by him or her and the Chief Executive or a person nominated by him or her.
- 3.2 The function of the Steering Group is to facilitate the efficient functioning of the JPC and in particular to ensure that it retains a clear focus on strategic and collaborative action.
- 3.3. The Steering Group will arrange procedures for the appointment of any new or replacement Members, draw up the agenda and arrange for documentation for meetings.

4. Membership

- 4.1 The Joint Policing Committee 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.
- 4.2 The Joint Policing Committee shall consist of :
 - 15 Elected Representatives
 - 5 Oireachtas Members
 - 7 Community Representatives (PPN)
 - 2 Garda Síochána Representatives (including Chief Superintendent)
 - 2 Local Authority Officials (including Chief Executive)
- 4.3 If a Councillor member of the JPC ceases to be a Councillor then he/she automatically ceases to be a member of the JPC and the Council shall appoint a person in his/her place.
- 4.4 If a Community Representative resigns from membership of the JPC or states that they are unable to attend meetings of the JPC for a period greater than 1 year then the nominating sector/sub sector concerned shall select a replacement representative. Community 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 JPC.
- 4.5 Each nominating Pillar shall be entitled to deselect any of it's nominees and in this event the nominee shall cease to be a member of the Committee. In the event that person is so deselected the sector/sub sector so concerned may nominate another person in his/her place.
- 4.6 In the event of a member failing to attend three consecutive meetings without adequate reason the appropriate nominating body will be formally requested to review the situation.

5. Members of Oireachtas who are not Members of JPC

- 5.1 A member of the Oireachtas is entitled to be present without notice at a meeting of the JPC, subject, as appropriate, to Section 45(3) of the Local Government Act, 2001 or regulations made under Section 54 of that Act.
- 5.2 A JPC shall make available without charge to members of the Oireachtas who are not members of the JPC, the notice, agenda and minutes of meetings of the JPC, reports made by and to the JPC, where a member informs the JPC in writing or electronically that he or she wishes to receive such documents.

6. Quorum

- 6.1 A quorum shall be comprised of nine members to include one Garda Officer and one City & County Council Official.

7. Attendance of Public and Media

- 7.1 Members of the public (any person who is not attending the meeting at the committee's request) and representatives of the media (including accredited representatives of local and national press, local and national radio and local and national television) are entitled to be present at a meeting of a committee or subcommittee and information and documents produced for such committee or subcommittee will be available to them, unless there are legal reasons why this would not be possible or it would not be in the public interest to do so.
- 7.2 Where a committee or sub-committee is of the opinion that the absence of members of the public and representatives of the media from the whole or part of a particular meeting is desirable because:
- of the special nature of the meeting, or of an item of business to be, or about to be, considered at the meeting, or
 - for other special reasons the committee or subcommittee may decide to meet in committee.

Then the JPC may decide to meet *in committee*.

- 7.3 The right of members of the public and representatives of the media to attend Joint Policing Committee meetings is subject to the following:-
- taking account of available space, a limit may be placed on the number of persons attending for reasons of safety,
 - rules governing the conduct of persons present at meetings,
 - the Joint Policing Committee reserves the right of removal of members of the public who interrupt the proceedings or who otherwise misconduct themselves,

- all mobile telephones or other communications apparatus to be switched off,
- no recording equipment,
- members of the public must be in the public gallery before commencement of the meeting in order to ensure entry to the meeting.

8. Order of Business

8.1 The following are the suggested items of Business for Joint Policing Committee Meeting :

- (a) Confirmation of Minutes
- (b) Matters arising from Minutes
- (c) Update from Chief Superintendent
- (d) To receive overview of crime statistics
- (e) To receive Presentations/consideration of Reports
- (f) Notices of Motion
- (g) Questions
- (h) Correspondence
- (i) Any other business

8.2 Members should not leave any Meeting of the Joint Policing Committee for the purpose of communicating with persons in the public gallery.

8.3 JPC members shall declare to the JPC if they have an interest in any matter under discussion and shall withdraw from the meeting while that matter is being discussed.

8.4 Procedures should have a minimum of formality and should reflect the co-operative nature of the JPC's. It is envisaged that decisions would be taken by agreement rather than by voting. However, in the exceptional event of a vote being taken at a meeting of a JPC, each member present at the meeting shall have one vote. A member may abstain from voting and such abstention may be recorded in the minutes. Where there is an equality of votes, a matter before a meeting shall be determined by a second or casting vote of the person chairing the meeting.

8.5 A non member may be invited to attend a meeting and speak on a specific agenda item or items. This applies in particular to representatives of statutory agencies or persons with specific expertise or local knowledge which would be of assistance to the JPC.

8.6 The Chairperson, in consultation with the Steering Group, should manage any proposal to invite non members to attend with reference to the strategic objectives in the JPC Work Plan and facilitate any appropriate arrangements which may be required.

8.7 At JPC Meetings, where Garda representatives present a report which includes general information in relation to the commission of crime and to crime prevention matters in the area, the Garda representative should, to the greatest extent possible, endeavour to provide statistical data which is appropriate and relevant to the local authority's administrative area.

9. Rules of Debate

9.1 Except with the permission of the Chair no Member shall address the meeting for more than 3 minutes.

9.2 The Chair's decision in determining a point of order or personal explanation shall be final.

9.3 When two or more members at the same time offer to speak, the member called upon by the Chair shall have precedence.

9.4 A member speaking shall not be interrupted except upon a question of order, but may give way to a member desiring to make a personal explanation.

9.5 The Chair is the sole judge of order in the meeting and has authority to maintain order and enforce prompt obedience to his / her ruling. When during a debate the Chair rises, any member then speaking shall sit down and give way to the Chair.

10. Confirmation of Minutes

10.1. Minutes of the proceedings of a meeting of the Joint Policing Committee shall be drawn up by the Meetings Administrator or in his or her absence by a City & County Council official nominated.

10.2 The Minutes shall include -

- The date, place and time of the meeting,
- The names of the members present at the meeting & the name of chair,
- Reference to any report submitted to the members at the meeting,
- Where there is a roll call vote, the number and names of members voting for and against the motion and of those abstaining,
- Particulars of all decisions passed at the meeting,
- Such other matters considered appropriate.

10.3 Minutes of a meeting shall be submitted for confirmation as an accurate record at the next following meeting, where practicable, or where not, at the next following meeting and recorded in the minutes of that meeting.

- 10.4 When confirmed with or without amendment, the minutes of a meeting shall be signed by the Chairperson to whom they shall be submitted for confirmation and any minutes claiming to be so signed shall be received in evidence without proof.
- 10.5 A copy of the minutes shall be provided to any person applying for them on payment of such reasonable sum, being a sum not exceeding the reasonable cost of supplying the copy.
- 10.6 Appropriate arrangements shall be made for safe keeping of the minutes by the Meetings Administrator.

11. Record of attendance at meetings

- 11.1 The Meetings Administrator shall maintain a record of attendances at meetings.
- 11.2 The attendance of each member present at a meeting shall be entered by that member in a record kept for that purpose by the Meetings Administrator on behalf of the Joint Policing Committee.

12. Public Meetings

- 12.1 Section 36 (2) (c) of the Garda Síochána Act provides that the function of a Joint Policing Committees is, inter alia, to “arrange and host public meetings concerning matters affecting the policing of the local authority’s administrative area”.
- 12.2 The emphasis of public meetings will be on policing rather than individuals and obtaining the co-operation of the public in preventing crime.
- 12.3 Decisions on holding public meetings will be made at meetings of the Joint Policing Committee.
- 12.4 Representatives of the media may attend public meetings, subject to the provisions of section 45, Local Government Act, 2001.
- 12.5 In certain circumstances it may not be possible for either the Garda representative or the local authority to reply to a question, for legal reasons or because it would not be in the public interest to do so. Section 36 (4) of the Garda Síochána Act provides:

“Neither the Joint Policing Committee nor any of its sub-committees may consider matters relating to a specific criminal investigation or prosecution or matters relating to the security of the State.”

Any reply given will be verbal and recorded in the minutes.

- 12.6 A committee or sub-committee shall not consider a matter if:
- it would endanger the security of one or more individuals,
 - it relates to an individual,
 - it involves information received by the Garda Síochána or the local authority in confidence,
 - it would, or would be likely to, prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.
- 12.7 Individuals shall not be discussed or named. An individual's right to privacy and the provision of the European Convention on Human Rights Act 2003 must be adhered to.

13. Reports

- 13.1 Section 36(5) of the Garda Síochána Act provides :

“Not later than 3 months after the end of each year, the Joint Policing Committee shall –

- Submit to the local authority a report on the performance of its functions during the preceding year and
- Supply a copy of the report to the Minister for Justice, Equality and Law Reform, The Garda Commissioner and such other persons as may be specified in the Guidelines issued under Section 35.

- 13.2 A copy of the report to be supplied to the Minister for the Environment, Heritage and Local Government.
- 13.3 The report should set out how it carried out its function under each of the headings set out in Section 36(2) of the Garda Síochána Act and the outcomes from strategies adopted by the JPC.
- 14.4. Annual Reports should reflect closely the work done to achieve the objectives set out in the JPC Annual Work Plans. Annual Reports must include information on achievements during the year. JPC's are required to highlight at least three areas of achievement in the Reports.

15. Questions

- 15.1 Each Member shall be permitted to submit 2 Questions.
- 15.2 All Questions must be submitted, preferably via e mail, to The Meetings Administrator of the Council, or such other staff member as may be designated by the Meetings Administrator, so as to be received by him/her at least 10 clear days before the Joint Policing Committee Meeting.
- 15.3 Questions shall be relevant to the business of the Joint Policing Committee. Any dispute regarding relevancy shall be determined by the Chairperson.

15.4 Written replies to Questions shall normally be circulated by electronic mail after the meeting takes place.

16. Notices of Motion

16.1 Each Member shall be permitted to submit 2 Notices of Motion.

16.2 All Notices of Motion must be submitted, preferably via e mail, to The Meetings Administrator of the Council, or such other staff member as may be designated by the Meetings Administrator, so as to be received by him/her at least 10 clear days before the Joint Policing Committee Meeting.

16.3 Notices of Motion shall be relevant to the business of the Joint Policing Committee. Any dispute regarding relevancy shall be determined by the Chairperson.

16.4 All Notices of Motion submitted in accordance with Standing Order No. 16.2 above will appear on the Agenda of the next appropriate Meeting of the Joint Policing Committee.

16.5 The Chairperson shall have the absolute power to refuse or amend any Motion to secure compliance with Standing Orders after consultation with the Member responsible for the Motion.

16.6 A Notice of Motion signed by one or more Members shall be held to be a Notice of Motion from each Councillor signing same.

17. Deputations

17.1 The Joint Policing Committee may decide to receive a deputation and will agree on the maximum number of the deputation. Subject to the direction of the Chair, 2 persons may speak on behalf of the deputation for not more than 10 minutes combined.

17.2 Request for a deputation to be heard by the Joint Policing Committee shall not be considered unless the subject matter to be raised be notified in writing to the meeting administrator at least 14 clear days before the date of the meeting.

17.3 The deputation may only be questioned by members of the Joint Policing Committee.

17.4 When the members of a deputation have addressed the meeting, they shall withdraw from the meeting.

17.5 A non-member may be invited to attend a meeting and speak, if considered appropriate by the committee or subcommittee, on a particular agenda item, for example, representatives of statutory agencies where the committee or subcommittee considers that their particular expertise is required.

18. Disorderly Conduct

18.1 If, in the opinion of the Chairperson any member of the Joint Policing Committee has been or is disorderly by persistently disregarding the ruling of the chair, or by behaving irregularly, improperly or offensively, or by otherwise obstructing the business of the meeting, and the Chairperson has conveyed his or her opinion to the members present by naming the member concerned, then the Chairperson or any member may move “that the member named leave the meeting” and the motion, if seconded, shall be put and determined without discussion.

18.2 Where the Joint Policing Committee decides in accordance with the above that a member leave a meeting, that member shall immediately leave the meeting and shall not be entitled to speak or to take any further part in that meeting on that day.

18.3 Where in the opinion of the Chairperson -

- there is general disorder which impedes the orderly transaction of the business, or
- where a member against whom it was resolved that he or she leave the meeting by virtue of this paragraph refuses to do so,

the Chairperson may adjourn the meeting for such period as he or she considers necessary in the interest of order.

19. Standing Orders

19.1 Limerick Joint Policing Committee may, by resolution for which at least one half of the total number of members of the Committee vote in favour, amend or revoke Standing Orders and make new standing orders.

19.2 A copy of Standing Orders shall be sent or delivered by the Meetings Administrator to each member of the Joint Policing Committee

19.3 A copy of any amendment to Standing Orders shall likewise be supplied to each member.

20. Suspension of Standing Orders

20.1 Standing Orders may at any time be suspended without notice for the purpose of enabling specific business to the interest of the Joint Policing Committee to be considered and dealt with, subject to the requirement that at least two-thirds of the Members present vote in favour.

21. Interpretation of Standing Orders

The Chairperson's ruling on any question of the Standing Orders shall be final.

REMOTE MEETINGS

22. Remote Meetings

22.1 This section of the Standing Orders provides the means and guidance for the conduct of any remote meeting of the Joint Policing Committee in light of the designation of the Local Authority in the Civil Law and Criminal Law (Miscellaneous Provisions) Act 2020 (Section 29) (Local Authorities) (Designation) Order 2020 (S.I. No. 445 of 2020). This section of the Standing Orders will be reviewed after six months to assess the effectiveness of holding remote meetings.

22.2 For the avoidance of doubt, this section also regulates meetings where some members may attend physically while other members may attend remotely.

22.3 Remote Meetings of the Joint Policing Committee may, where the technology allows, be held at :

- (i) One or more Council owned Chambers or rooms, linked remotely;
- (ii) An external venue used to accommodate meetings of the Joint Policing Committee, linked remotely;
- (iii) An electronic, digital or virtual location, web address or a conference call telephone number;
- (iv) A combination of the above to provide for physical and/or remote attendance by members (known as a 'Hybrid Meeting'). The decision on whether to hold a meeting in accordance with this section will be made by the Chairperson in consultation with the Meetings Administrator.

23. Management of Remote Meetings

23.1 Members should notify their Meetings Administrator in advance if they intend to attend a meeting remotely.

- 23.2 Any Member participating in a meeting remotely must, when they are speaking, be able to be heard (and seen, where practicable) by all other members in attendance and the remote participant must, in turn, be able to hear (and see, where practicable) those other members participating.
- 23.3 The Chairperson will at the outset, and at any reconvening of a meeting, conduct a roll call of participating members and ensure that they can hear and, where practicable, see those in attendance. Any member participating remotely should also confirm at the outset and at any reconvening of the meeting that they can hear and, where practicable, see the proceedings.
- 23.4 Members should inform the Meetings Administrator if they lose connection during the meeting – either after they return to the meeting (after restoring connection) or by phonecall or other appropriate means.
- 23.5 The attendance of those members attending the meeting remotely will be recorded by the Meetings Administrator.
- 23.6 The normal quorum meeting requirement continues to apply to a remote meeting. Members attending physically and remotely will together constitute a quorum.
- 23.7 In the event of any apparent failure of the online connection, the Chairperson should immediately determine if the meeting is still quorate. If there is no quorum, then the meeting shall adjourn for a short period specified by the Chairperson, to allow the connection to be re-established. Should a member's remote connection fail, the Chairperson may call a short adjournment to determine whether the connection can quickly be re-established. If the connection cannot be restored, thus leading to the meeting not being quorate, the meeting should not continue and will be adjourned. If the connection is successfully re-established then the meeting can continue from the point where it stopped being quorate.
- 23.8 At the commencement of the meeting, each member participating remotely has personal responsibility to ensure and confirm to the Meetings Administrator that there are no other persons present who are not entitled to either hear or see consideration of the meeting discussions, and/or recording the proceedings.
- 23.9 Subject to compliance with General Data Protection Regulations (GDPR), the Meetings Administrator may facilitate the recording of the meeting for the purposes of taking minutes. However, this recording shall only be used for this purpose and will be deleted once the minutes are agreed.
- 23.10 No other recording of the meeting and its proceedings by any person, including Elected Members and attending members of the media, shall be allowed.

24. Meeting Procedures

- 24.1 The Meeting Administrator will co-ordinate the facilitation of the meeting. He/she or another appropriate official will assume responsibility for controlling the conferencing technology employed for remote access and attendance, and to administer the member interaction, engagement and connections on the instructions of the Chairperson.
- 24.2 Members should allow sufficient time to establish a connection prior to the commencement of the meeting to allow themselves and the Meetings Administrator the opportunity to test the connection.
- 24.3 The Chairperson, or at the Chairperson's request, the Meetings Administrator, shall, at the beginning of the meeting, explain the protocol for members' participation. The Chairperson's ruling during the debate will be final.
- 24.4 Members who wish to speak should use the notification process as directed by the Chairperson and then speak when invited.
- 24.5 The rules of debate as set out in Section 9 will apply.
- 24.6 All meeting attendees attending remotely shall, other than when speaking, mute their microphone so as not to cause undue interference to the business of the meeting.
- 24.7 All members participating remotely must have their camera on at all times during a meeting.

25. Voting

- 25.1 A vote taken of members attending physically and/or remotely will constitute a valid vote towards the decision.
- 25.2 Any vote taken at a remote meeting or hybrid meeting (combination of people physically present and remotely present) shall be taken by roll call vote.
- 25.3 Where a member loses connectivity during a statutory vote, every effort will be made to re-establish a connection. If a connection cannot be restored within a reasonable timeframe every effort will be made to contact the member by phone. Where phone contact is made in such circumstances, the member shall be entitled to vote by phone by advising the Chairperson of his or her vote by ringing the Chairperson's phone, which shall be played to the attendance over microphone and the vote recorded accordingly.

25.4 Where contact with the remote member cannot be established, at the direction of the Chairperson, the vote may be deferred to a later time in the meeting. Any and all such deferred votes shall be taken before the end of the meeting, unless it is decided to defer to another meeting.

25.5 Where contact/online connection with the member cannot be established before the end of the meeting, that member shall be deemed to have left the meeting and the vote(s) in question shall proceed in their absence in accordance with 26.4 above.

26. Leaving a Remote Meeting

26.1 Members attending remotely who leave the meeting should make every effort to inform the Chairperson by the appropriate means that they are exiting the meeting to ensure there is a Quorum remaining and so that it is not presumed to be a loss in connectivity.

27. Declaration of Interest

27.1 Any member participating remotely at a meeting who declares a disclosable pecuniary or other beneficial interest, under Part 15 of the Local Government Act 2001, in any item of business that would normally require them to leave the room, must also leave the remote meeting, advising the Chairperson and members at the time of departure and this shall be recorded in the minutes.

27.2 Their departure will be confirmed by the Meetings Administrator who will arrange for the relevant Member to be invited to rejoin the meeting at the appropriate time.

28. Attendance of Public and Media at a Remote Meeting

28.1 Members of the public and media may be present at a remote meeting which is not webcast live but must maintain silence and observe any directions given by the Chairperson or any employee in attendance.

28.2 Members of the media and public who attend the meeting remotely should provide notice of their attendance to the Chairperson on joining the meeting. To manage numbers and attendance the Meetings Administrator may consider utilising electronic invitations compatible with the platform in use.

28.3 If the technology allows for meeting to be webcast live, attendance of public and media is via that means.

29 Remote Meetings in Committee

29.1 In line with the provisions of Section 45 of the Local Government Act 2001, the JPC may be resolution decide to meet in committee for the whole or part of the meeting concerned.

- 29.2 Should the JPC elect to meet in Committee for some or all of the meeting the Meetings Administrator or designated person will ensure that there are no members of the public or media in attendance in the physical setting the Meetings Administrator occupies or remotely accessing the meeting i.e. listed attendees on the virtual meeting that the Meetings Administrator is controlling.
- 29.3 Where the JPC has by resolution decided to meet in committee for the whole or part of the meeting concerned, each member participating remotely has personal responsibility to ensure and confirm to the Meetings Administrator that there are no other persons present who are not entitled to be either hearing or seeing consideration of such items, and/or recording the proceedings. The Meetings Administrator shall call on each member participating remotely to so confirm and such confirmation shall be noted in the minutes, before commencement of discussion on the matter at hand.