



Comhairle Cathrach
& Contae **Luimnígh**

Limerick City
& County Council

Limerick City and County Council

Strategic Policy Committee

Standing Orders

Document Control

Action	Owner	Date
Standing Orders revised by:	Corporate Services	01/02/21
Policy Approved by	Management Team	08/02/21
Policy Approved by	SPC Chairs	15/03/21
Next Review Date	Corporate Services	15/03/24

Contents

1. Establishment	3
2. Membership	3
3. Arrangements for Meetings	3
4. Notice of Meetings.....	4
5. Quorum	4
6. Chairperson	4
7. Order of Business.....	4
8. Minutes	5
9. Duration of Meeting	5
10. Rules of Debate.....	5
11. Confidential Material	7
12. Business not reached	7
13. Deputations	7
14. Submission of Items for Agenda.....	8
15. Votes and Divisions.....	8
16. Attendance of Public and Media	8
17. Disclosure of Pecuniary or Other Beneficial Interests	9
18. Recommendations	9
19. Support Structures.....	9
20. Substitute Membership	9
21. Non Attendance.....	9
22. Suspension Of Standing Orders	10
23. Remote Meetings	10
24. Interpretation of Standing Orders	10
25. Amending Standing Orders	10

1. Establishment

(a) Strategic Policy Committees (SPCs) shall be constituted in accordance with an SPC Scheme as adopted by the Council from time to time.

(b) The Strategic Policy Committees of the Council shall be the following:

- Home and Social Development
- Travel and Transportation
- Economic Development, Enterprise and Planning
- Community, Leisure and Culture
- Climate Action, Biodiversity and Environment

2. Membership

(a) 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.

(b) The Strategic Policy Committees shall consist of Members of the Council, Representatives of National Sectoral Pillars and Members of the Public Participation Network (PPN) as outlined in SPC Scheme.

(c) If a Councillor member of an SPC ceases to be a Councillor then he/she automatically ceases to be a member of the SPC and the Council shall appoint a person in his/her place.

(d) 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.

(e) Each nominating Pillar shall be entitled to deselect any of its 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/subsector so concerned may nominate another person in his/her place.

3. Arrangements for Meetings

(a) Five meetings will be held each year. In order to deal with Notices of Motion that have been forwarded to the SPC from the Council and report back on same, each SPC meeting will be held at least two weeks in advance of the date of a bi-monthly meeting of the Council. Where a Notice of Motion is forwarded to the SPC for consideration, the mover of the Notice of Motion, if not already a member of that SPC, shall be entitled to attend at the meeting of the SPC where that motion is considered.

(b) A Special Meeting of the Committee can be called by the Chairperson.

4. Notice of Meetings

- (a) At least ten days notice will be given to SPC members for ordinary meetings of an SPC. Where possible, there will be an agreed schedule of meetings each year. In the case of a Special Meeting of an SPC, at least three clear days notice will be given to SPC members for a Special Meeting of the SPC.
- (b) In so far as practical meeting documentation should be circulated ten days in advance of a meeting to allow sectoral representatives an opportunity to consult within their sector in relation to same. Lack of receipt of documentation by any member or members of the committee shall not affect the validity of the meeting.

5. Quorum

The quorum for meetings shall be one quarter of the approved membership plus one. Where one quarter is not a whole number the next highest whole number plus one applies. If after twenty minutes from the agreed starting time of a meeting a quorum is not present, the meeting shall stand adjourned to a date to be determined by the Chairperson.

6. Chairperson

- (a) In accordance with the SPC Scheme adopted by Limerick City & County Council, the Chairperson shall be appointed by the Council.
- (b) At a meeting of the committee, the Chairperson shall preside. If the Chairperson is absent from a meeting, the members of the committee shall choose a member from among the councillors to preside as acting Chairperson.

7. Order of Business

- (a) 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. Recommendations of the Committee shall be submitted to the Plenary Council for approval and presented by the Chairperson of the Committee.

The following are the suggested Items of Business of a Committee :

- Confirmation of Minutes
- Matters arising from Minutes;
- Notices of Motion referred from Municipal, Metropolitan and Plenary Council Meetings;
- Progress report by the Director of Services;
- Consideration of agenda items as submitted by Committee Members and Director of Services;

- Position Papers prepared for consideration by Committee;
- Correspondence;
- Any other business;

8. Minutes

- (a) The Minutes of all committee meetings shall contain particulars of the names of the persons present, apologies received, together with particulars of all decisions arrived at or recommendations made.
- (b) The Minutes of every committee meeting shall be signed by the Chairperson or acting Chairperson following confirmation by the Committee.

9. Duration of Meeting

Meetings shall commence at the appointed time and conclude within two hours.

10. Rules of Debate

- (a) Matters for discussion shall relate to policy or strategy and not to individual cases.
- (b) A Member while speaking shall address himself/herself to the Chairperson.
- (c) No Member shall speak for more than 3 minutes on any 1 issue without the consent of the Chairperson, which shall be given only where the question under discussion is of exceptional importance.
- (d) Every Member shall have the option to stand or be seated when addressing the Committee.
- (e) While a Member is speaking, he/she shall not be interrupted except on a 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 statutory provision and the way in which he/she considers it has been broken.
- (f) A Member while speaking shall, if the Chairperson so directs, give way to a Member wishing to raise a point of order or to make a personal explanation. The Member raising the point of order or making the personal explanation shall confine his/her input strictly to the motion/amendment under discussion. A personal explanation shall be confined to some material part of a former speech which may appear to have been misunderstood.
- (g) When 2 or more Members indicate at the same time that they wish to speak, the Member called upon by the Chairperson shall have precedence.
- (h) When, during a debate, the Chairperson speaks, any Member then addressing the Committee shall cease and no Member shall again speak until the Chairperson has concluded.

- (i) A Member shall not address the Committee more than once on any Motion or amendment, but the mover of an original Motion may reply and in his/her reply shall strictly confine himself/herself to answering previous speakers and shall not introduce any new matter into the debate. However, a Member may speak to a point of order, or in personal explanation of some material part of a speech made by him/her which he/she believes to have been misunderstood.
- (j) A Motion or amendment once proposed and seconded, shall not be withdrawn without the consent of the Committee.
- (k) A Member shall not be permitted to move or second more than 1 amendment to a Motion.
- (l) Any Member of the Committee may, at the conclusion of any speech, move any 1 of the following Motions:-
 - (i) That the debate be adjourned.
 - (ii) That the question be now put.
 - (iii) That the Committee proceed to the next business

All of the above Motions must be seconded. The mover of any one of them may speak upon it for not more than three minutes, but the seconder shall not be permitted to speak beyond formally seconding it. Upon such a Motion being made, the mover of the original Motion may be heard in reply for three minutes after which the Motion authorised by this order shall be put without further debate.

If motion (i) is carried, the discussion shall be resumed at the next Meeting of the Committee and the Committee shall proceed to the next business.

The Chairperson may refuse to put Motions (ii) or (iii) unless (s)he be of the opinion that the matter under discussion has been sufficiently debated.

If Motion (ii) is carried the question under discussion shall be at once put.

If Motion (iii) is carried the question under discussion shall be considered as dropped.

When any one of the above Motions has been put and rejected, the same Motion may not be put again during the same debate without the permission of the Chairperson.

No Member may discuss any other subject under cover of any motions authorised by this order.

- (m) The Chairperson shall have discretionary power to allow a Member to speak a second time but such permission shall be given only after every Member who

desires to do so shall have spoken once.

- (n) No Member shall use offensive language or make personal remarks at the meeting.
- (o) No Member of the Committee shall leave the meeting without first having indicated to the Chairperson his/her desire to withdraw.
- (p) Meetings shall not, unless by permission of the Chairperson, be addressed by any person not a Member of the Committee.
- (q) No Member shall disclose the content of any discussions in the confidential part of a meeting. No Member shall disclose to any person (other than a Member of the Committee with a need to know) any matter which comes to their attention by virtue of their office as a Member where such disclosure would prejudice the interest of the Committee or would be contrary to law. If in any doubt, advice should be sought from the Meetings Administrator.
- (r) The ruling of the Chairperson on a point of order shall be final.

11. Confidential Material

- (a) Certain matters which may arise for discussion by the Strategic Policy Committee may be confidential and it shall be a matter for the meeting to declare that confidentiality be maintained on the issue.
- (b) It shall be the responsibility of each member of a Committee to ensure that confidentiality is maintained.

12. Business not reached

- (a) 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 considered 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.

13. Deputations

- (a) A request to receive a Deputation at a Meeting of the Committee shall be made in writing to the Meetings Administrator and shall include :
 - (i) The name of the group or organisation and it's role or purpose
 - (ii) The name, address and telephone number of a contact person
 - (iii) The issue or topic on which the deputation wishes to address the Meeting

14. Submission of Items for Agenda

Each member may submit one agenda item relevant to the business of the SPC per SPC meeting. The Chair shall have the final decision on matters for consideration at the SPC meeting. Agenda items must be submitted to the SPC administrator at least twelve days before the SPC meeting.

15. Votes and Divisions

The Committee shall, as far as possible, arrive at all decisions and recommendations by consensus. Voting, if required, may be by a show of hands or by roll call vote. The Chair shall have a casting vote, if required.

16. Attendance of Public and Media

- (a) The right of the public and representatives of the media to attend SPC meetings is subject to the following: Where the SPC Members are 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 SPC Members may, by Resolution in respect of which at least one-half of the total number of Members vote in favour, decide to meet in Committee for the whole or part of the Meeting concerned. The Resolution in this instance shall indicate in a general way the reasons for the Resolution and those reasons shall be recorded in the Minutes of the Meeting.
- (b) Members of the public and representatives of the media will occupy the parts of the meeting room allotted to their use.
- (c) Members of the public shall be seated and maintain silence and observe any directions given by the Chairperson or by any employee in attendance. Such employees are responsible for the execution of all measures necessary for the maintenance of order and decorum in and about the meeting room.
- (d) If a member of the public interrupts a Meeting at any time or endeavours, without the permission of the SPC Members, to address a Meeting the Chairperson shall warn him or her and if the interruption continues shall order that person's removal.
- (e) In the case of a general disturbance in any part of the meeting room open to the public, the Chairperson shall order that part to be cleared.
- (f) The SPC Members may, taking account of available space, limit the number of persons to be admitted to Meetings.
- (g) No cameras of any kind or sound recording or communication equipment may be used at Meetings of the SPC without the prior approval of the SPC Members.

(h) The use of mobile phones shall not be permitted at SPC Meetings.

17. Disclosure of Pecuniary or Other Beneficial Interests

- (a) Where a matter is listed for discussion or otherwise arises at a meeting and an SPC member present at the meeting has actual knowledge that she or he or a connected person (as referred to in Local Government Act 2001, Section 166) has a pecuniary or other beneficial interest in, or which is material to that matter, that SPC member shall
 - (i) disclose the nature of his or her interest, or the fact of a connected person's interest at the meeting before discussion or consideration of the matter commences;
 - (ii) withdraw from the meeting for so long as the matter is being discussed or considered;
 - (iii) take no part in the discussion or consideration of the matter and refrain from voting in relation to it;
- (b) Where an SPC member has actual knowledge that a matter is likely to arise at a meeting at which that SPC member will not be present and which, if she or he were present, a disclosure would be required to be made under (i) above, that SPC member shall, in advance of such meeting, make such disclosure in writing and furnish it to the Ethics Registrar and the Chairperson of the SPC.
- (c) The minutes of the meeting shall contain a record of any disclosure made under (a) or (b) above and any withdrawal from the meeting.

18. Recommendations

Recommendations/Reports of the committee shall be submitted for consideration to the Council by the Chairperson of the committee / meeting. The Report should reflect the issues considered by the Committee, the views expressed and the final recommendation(s), if any, of the Committee.

In line with all Council agenda items any recommendation reports will be reviewed by CPG prior to Council meetings as part of their review of the Council agenda.

19. Support Structures

The Committee shall be entitled to establish Sub-Committees or Working Groups to examine specific policy issues.

20. Substitute Membership

Attendance of substitute members shall not be permitted at meetings.

21. Non Attendance

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.

22. Suspension Of Standing Orders

Standing Orders may at any time by consent of not less than three quarters of the members present at the meeting of the committee be suspended on a proposal made for the purpose of any specified business. Prior notice of any such proposal shall be given to the chairperson.

23. Remote Meetings

- (a) This section of the Standing Orders provides the means and guidance for the conduct of any remote meeting of the SPC 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).
- (b) Remote Meetings of an SPC 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 SPC, 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.

24. Interpretation of Standing Orders

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

25. Amending Standing Orders

A Strategic Policy Committee can recommend an amendment to or review of Standing Orders for consideration and decision by the Corporate Policy Group. The proposed amendment must have the agreement of the majority of the total membership of the Committee.