COMHAIRLE CHONTAE CHILL CHAINNIGH
KILKENNY COUNTY COUNCIL

BUAN-ORDUITHE
STANDING ORDERS

IMEACHTAÍ CHOISTÍ BEARTAIS STRAITÉISIGH NA COMHAIRLE A RIALÁIL

REGULATING THE PROCEEDINGS OF STRATEGIC POLICY COMMITTEES OF THE COUNCIL

Adopted XXXXXXX
Updated 8/1/2020.

We, the County Council of the County of Kilkenny, in pursuance of the powers vested in us under Part 6 (Sections 44 to 47 inclusive) and Paragraph 16 of Schedule 10 of the Local Government Act, 2001 and of every and any other power hereunto enabling, hereby make the undermentioned Standing Orders for the regulation of our proceedings and business, other than proceedings the regulation of which is provided for by or under Statute

DRAFT

- INDEX -

STANDING ORDER NO.(S)	CONTENT	PAGE(S)
1 – 4	Establishment	2
5 – 8	Meetings	3
9 – 12	Membership	3
13 -16	Business and Order of Business	4
17 – 18	Minutes	4
19 – 24	Rules of Debate	4
25 – 26	Confidential Material	5
27 – 28	Personal / Pecuniary Interest	5
29 – 30	Report of Chair	5
31	Admission of Press / Media	5
32	Suspension of Standing Orders	6
33	Interpretation of Standing Orders	6
34	Amending Standing Orders	6

DRAFT

Section 48 and 134 of the Local Government Act, 2001 as amended provides 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 Cathaoirleach of the Council, the Chair of each Strategic Policy Committee, the Party Whips and a nominated member from the Municipal Districts, if the Municipal District is not represented, shall form the Corporate Policy Group(CPG), which shall meet as often as required under the Chairship of the Cathaoirleach. The CPG shall provide a forum for discussion of policy affecting the whole Council and shall report to Council in accordance with Section 133 of the Act of 2001 as amended by Section 48 of the 2014 Act.

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, representatives of national sectoral pillars and members of the Public Participation Network (PPN) as outlined in the adopted SPC Scheme.

4. The Strategic Policy Committees of the Council shall be:

   Strategic Policy Committee 1: *Economic Development, Enterprise Support and Tourism, Planning & Development Policy*

   Strategic Policy Committee 2: *Transportational Policy/Mobility Management & Water Services*

   Strategic Policy Committee 3: *Housing*

   Strategic Policy Committee 4: *Environment Protection, Climate Action & Energy*

   Strategic Policy Committee 5: *Community, Cultural & Fire Services*

   The 5 Strategic Policy Committees (SPC) shall consist of members as outlined hereunder. The number specified in Column 3 shall be elected members of the Council. The remaining number on each SPC shall be nominated by sectoral, community and other interest groups throughout the County of Kilkenny, such sectoral, community and other interest groups having first been selected by the Council in accordance with the relevant guidelines.

SPC NO	Total Membership	Members of Council	External Members
SPC 1	15	8	7
SPC 2	15	8	7
SPC 3	13	8	5
SPC 4	11	6	5
SPC 5	11	6	5

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MEMBERSHIP

5. 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.

   The Council shall appoint a Chair to each of the Strategic Policy Committees from among the members of the Council to hold office for a minimum period of three years which could be renewed by the Council. Subsequent Chairs shall be appointed by the Council from among the existing Council members of the Strategic Policy Committee.

   The Chairs and Council members of the Strategic Policy Committees shall reflect the proportionality and the distribution of elected representation on the Council; in default of agreement, the Chairs and Council members of the Strategic Policy Committees shall be appointed by the formation of groups pursuant to Paragraph 18 of Schedule 10. of Local Government Act 2001

   Every member of the Council shall be a member of one of the Strategic Policy Committees, but should not be a member of more than two.

6. 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.

7. If a Sectoral Representative of the Committee resigns from membership of an SPC or fails to attend two (2) consecutive meetings without adequate reason, then the nominating sector/subsector concerned shall be asked to review the matter.

   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.

8. Attendance of substitute members shall not be permitted at meetings.

MEETINGS

9. Meetings of SPC's will normally be held on a quarterly basis, in any event not less 4 times a year, to deal with the business assigned to it in accordance with Section 48 of the Act of 2001 as amended, at suitable times for SPC member. It will be a matter for each individual SPC to decide on times, dates, venues7 etc. for their meetings.

   A special meeting of the committee can be called by the Chair or by at least 5 members of the Committee.

10. SPC meeting documentation should be circulated to SPC members at least 2 weeks in advance of meetings. Agenda and minutes should also be circulated to all other Elected Members and all elected members are entitled to attend any SPC meeting. Want of service or non-receipt of a notification by any member or lack of a signature or any other defect in the notification does not affect the validity of a meeting or of any act or thing done at the meeting.

11. At a meeting of the Committee, the Chair shall preside. Meetings shall commence at the appointed time and conclude within 2 hours.

    The Chair at each meeting shall be taken within 15 minutes after the time appointed for the meeting. In the absence of the Chair, the members of the committee shall select a member from among the Elected Members to preside as acting Chair. In the event of a Chair being absent for three consecutive meetings the matter will be referred to the CPG for consideration.

DRAFT

12. Three members shall constitute a quorum, two 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 the meeting, a quorum is not present, the meeting shall stand adjourned to a date to be determined by the Chair.

BUSINESS & ORDER OF BUSINESS

13. 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.

    Matters for discussion shall relate to policy or strategy and not to individual cases except as an example of policy or strategy.

14. The following is the Order of Business of a Committee:

    a) Confirmation of Minutes
    b) Matters Arising
    c) Progress report by the Director of Service
    d) Consideration of Policy Issues
    e) Consideration of position papers prepared for the committee
    f) Correspondence
    g) Future Work Programme
    h) Any other business

15. 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. The Chair shall have the final decision on matters for consideration at the SPC meeting.

16. 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 meeting.

MINUTES

17. Minutes of all Committee Meetings shall contain particulars of the names of the persons present at the meeting, those who have conveyed their apologies, together with all decisions arrived at or recommendations made.

18. The Minutes of every Committee meeting shall be signed by the Chair following confirmation by the Committee. These will be subsequently listed for noting at the next County Council Meeting. Minutes adopted by the Plenary Council will be subsequently published on our website.

RULES OF DEBATE

19. Meetings shall be conducted in a spirit of mutual respect and inclusiveness

20. Each Member of the Committee shall have a right to speak on an issue and the Chair shall ensure that all members have an opportunity to contribute to debates and discussions. Each member shall be allowed to speak for not more than 3 minutes on an issue.

21. The Committee shall, as far as possible, arrive at all decisions and recommendations by consensus.

22. Voting, if required, may be by a show of hands

23. Whenever any member shall be called to order by the Chair, 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 Chair.

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24. The ruling of the Chair on a point of order shall be final and the Chair shall also have a casting vote, if required.

CONFIDENTIAL MATERIAL

25. Matters arising for discussion by the Strategic Policy Committee may in some instances be confidential and it is a matter for the then Chair to declare that confidentiality shall be maintained on the issue.

26. It shall be the responsibility of each member of a Committee to ensure that confidentiality is maintained.

ETHICS/PERSONAL/PECUNIARY INTEREST

27. Committee members must comply with Section 176 & 177 of the Local Government Act, 2001 as amended. Any member having a pecuniary or beneficial interest in a matter before a meeting of the committee, or having knowledge that a connected person, as defined in the Act, has any such interest, shall declare the interest and withdraw from the meeting for so long as the matter is being discussed or considered and shall have no part in the proceedings relating thereto and shall refrain from voting in relation to it. It is the responsibility of each Committee member to ensure compliance with these provisions in relation to each Committee meetings. **The onus is on the member of the committee to declare the interest and leave the meeting room.**

    The minutes of the meeting shall contain a record of any disclosure made and any withdrawal from the meeting.

28. Members of the committee shall at all times comply with the provisions of law relating to their conduct in public office and especially with all of Part 5 of the Local Government Act 2001 and with any guidelines on ethics and any codes of conduct issued by or on behalf of the government. Each Sectoral member of a SPC must complete and return a declaration of Interests form. The requirements of the Lobbying Act 2015 also apply to all members of SPC's.

REPORT OF CHAIR AND RECOMMENDATIONS

29. The Chair shall prepare a written report. The report should reflect the issues considered by the Committee, the views expressed and the final recommendation(s) of the Committee.

30. Recommendations / reports of the committee shall be submitted to the next appropriate Council meeting for approval and presented by the Chair of the committee.

ADMISSION OF PRESS/PUBLIC

31. The right of the public and representatives of the media to attend SPC's 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 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.

    Members of the public and representatives of the media will occupy the area of the Meeting Room allotted to their use.

DRAFT

The public shall be admitted subject to the following arrangements:

(a) The number present shall be limited to a maximum of 10.
(b) No member of the public present shall attempt to address the meeting or otherwise disrupt the meeting.
(c) Banners and other items of protest shall not be allowed into the Meeting Room.

Members of the public shall be seated and maintain silence and observe any directions given by the Chair or by any council employee in attendance. Such employees are responsible for the execution of all measures necessary for the maintenance of order, decorum and safety in and about the Meeting Room.

The SPC Members may, taking account of available space, limit the number of persons to be admitted to Meetings.

If a member of the public interrupts a meeting at any time, the Chair shall warn him or her and if the interruption continues shall order that person's removal. The Chair may suspend or/and adjourn the meeting for such period as he or she considers necessary in the interests of order and safety.

In the case of a general disturbance in any part of the Meeting Room open to the public, the Chair shall order that part to be cleared.

The Chair shall not permit re-entry to individuals *[considered party to the disturbance]* to this or subsequent meetings until such time as a written apology has been received and accepted by the Members.

No cameras of any kind or sound recording or communication equipment shall be used at meetings of the SPC's without the prior approval of the SPC's Members.

During the course of a meeting [from the time the meeting opens to the close of the meeting], the use of social media to report on the business of the meeting is prohibited without the prior approval of the Committee.

The use of mobile phones shall not be permitted at meetings of the SPC's.

SUSPENSION OF STANDING ORDERS

32. Standing Orders may at any time be suspended by consent of not less than ¾ of the members present at the meeting of the committee on a proposal for the purpose of any specified business.

INTERPRETATION OF STANDING ORDERS

33. The Chair shall rule on any question of the Standing Orders

AMENDING STANDING ORDERS

34. A Strategic Policy Committee can recommend an amendment to or review of Standing Orders for consideration by the County Council. The proposed amendment must have the agreement of the majority of the total membership of the Committee.

Approved By: _____
Kilkenny County Council

Dated: ____ **January, 2020**

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