

LG 03/2016

23 June 2016

**Re: Induction training for local authority members co-opted since 1 January 2016**

Dear Chief Executive/Cathaoirleach,

## The Department has been notified that the Association of Irish Local Government (AILG) will be holding an induction course for the benefit of those local authority members who have been newly co-opted to their positions since 1 January 2016. This follows the filling by co-option of a large number of casual vacancies that arose following the 2016 elections to Dáil Éireann and Seanad Éireann as well as through bereavements.

## The objective of the course is to provide recently co-opted members a general introduction to the local government system and to aid them in understanding their role. The content of the course will consist of three papers delivered by experienced councillors. Topics covered will include:

## an introduction to the structure of local authorities and internal and external committees;

* council chamber procedure and the role of the elected member, including formal and informal aspects; and
* an overview of local government finance and elected members’ role in the budgetary process following the implementation of the 2014 reforms.

Ample time will be allotted for answering questions that attendees may have. Attendance at this course is strictly limited to those elected members who have been co-opted since 1 January 2016.

The course will take place on the morning of **Thursday, 14July 2016** at the Red Cow Moran Hotel, Naas Road, Dublin 22. This location is accessible by motorway and by the Luas (red line).

For the avoidance of doubt, the Department would like to clarify that attendance at the AILG induction course by recently co-opted members may be approved by local authorities in accordance with the provisions of section 142 of the Local Government Act 2001 (as amended by section 53 of the Local Government Reform Act 2014) and associated regulations. It is recognised that, for some local authorities, the date of the training event may be scheduled prior to the next plenary meeting of the council and, in such cases, this would necessitate that the authorisation of the council for attendance would have to be given retrospectively on a once-off basis.

In order to facilitate the smooth operation of the training event, local authorities should provide details of all attendees to Tom Moylan of the AILG by email to [t.moylan@ailg.ie](mailto:t.moylan@ailg.ie) as soon as possible.

Any queries relating to this circular may be directed to Grant Couper at 01-8882826 or [grant.couper@environ.ie](mailto:grant.couper@environ.ie).

Yours sincerely,



Gary McGuinn

Assistant Principal Officer

Local Government Oversight and Governance

01-8882800

To: **Chief Executive/Cathaoirleach** of each County, City and County, and City

Copy for information to: AILG and LAMA