

COMHAIRLE CONTAE ATHA CLIATH THEAS

South Dublin County Council



Standing Orders For Strategic Policy Committee Meetings

Adopted July 2001
as amended on 12th October 2009, 12th June 2017 and 22nd September 2022

1. Arrangements for Meetings

- (a) A minimum of four ordinary meetings will be held each year in the County Hall from 5.30pm (Social and Community SPC 6.00pm to 7.30pm) and through Microsoft Teams or any other platform to facilitate hybrid meetings. The meetings shall terminate no later than 7.00pm.
- (b) A special meeting of the Committee may be called at any time by the Chairperson or upon receipt by the Chairperson of a written request from 6 members of the Committee, of which 4 must be Councillors. Members will be given a minimum of 10 working days' notice of the date of a special Committee meeting.

2. Notice of Meetings

The agenda for ordinary meetings and special meetings of the Committee will issue 10 working days before the meetings and generally, there will be an agreed schedule of meetings, approved at the OP&F Committee Meeting of the Council.

3. Quorum

The quorum for meetings of the Committee shall be 3 members, at least 2 of which must be Councillors, with the exception of the Economic Development Enterprise and Tourism Committee and Housing Committee, whose quorum will be 4 members, at least 3 of which must be Councillors. 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 Chairperson. The quorum should be maintained throughout the meeting, or the meeting shall stand adjourned.

4. Chairperson

- (a) In accordance with the SPC Scheme adopted by the Council, the Chairperson shall be selected by the County Council and remain in office for a minimum period of three years.
- (b) At a meeting of the Committee, the Chairperson 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 Chairperson the meeting shall select a member to preside. The member selected must be a Councillor.
- (c) In the event of a Chairperson being absent from three consecutive meetings the matter will be referred to the Council for consideration.
- (d) The Chairperson shall be responsible for the management of the agenda and any issues that may arise.

5. Membership

- (a) The total membership of each Committee shall be in accordance with the scheme for the establishment of strategic policy committees 2019.
- (b) An individual can only be a member of one SPC at any time.
- (c) Membership of an SPC is limited to the duration of the duration of the Council.

6. Holding Office

- (a) Every member of a Committee shall hold office for the lifetime of the Council. 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.

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 in accordance with the procedures set out in the South Dublin County Council Strategic Policy Committee Scheme.

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.

(b) De-selection of Sectoral Representative

- (i) 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. This applies whether the nominee was directly elected by the sector/subsector or was nominated having regard to the relevant expertise specified in the SPC Scheme and the number of organisations in the sector/subsector designated as having the necessary expertise.

(The membership of each sector is set out in the attached adopted SPC scheme)

- (ii) In the event that a person is so deselected the sector/subsector so concerned may nominate another person in his/her place in accordance with the procedures set out in the South Dublin County Council Strategic Policy Committee Scheme.

(c) Criteria for de-selection

- Non-attendance at SPC meetings without reasonable explanation, in accordance with Standing Order No. 17
- Non-attendance without reasonable explanation, at consultative meetings held by or for each Sector in accordance with Standing Order 17
- Resignation or otherwise from the nominating organisation
- Failure to enjoy the support of two thirds of the approved organisations in his/her sector or sub-sector for continuance in office
- That the organisation represented ceases to exist
- That the organisation represented following an AGM or an EGM expresses a wish that it be no longer represented by the person concerned

7. Order of Business

- (a) **Confirmation of minutes**
- (b) **Matters arising**
- (c) **Information items submitted by Members (if any)**
- (d) **Business submitted by the Director of Services (if any)**
- (e) **Business referred from the Council (if any)**
- (f) **Business referred from the Corporate Policy Group (if any)**
- (g) **Correspondence (if any)**
- (h) **Any other business (if any)**

8. Submission of Business

Each member may submit one item on a strategic policy issue relevant to the business of the SPC of which they are a member, for inclusion on the Agenda. Item to be submitted 22 clear days prior to the date of meeting. All items for inclusion on agendas to refer to policy matters only Motions and/or Questions are not allowed.

9. Minutes

- (a) Minutes of all Committee meetings shall contain particulars of the names of the members present, apologies received together with particulars of all recommendations which the Committee makes to the Council.
- (b) The Minutes of every Committee meeting shall be signed by the Chairperson following confirmation by the Committee.
- (c) Minutes to be circulated to members within 21 clear days after date of meeting.

10. Rules of Debate

- (a) Meetings will be conducted in a spirit of mutual respect and inclusiveness.
- (b) Each Member of the Committee shall have the right to speak on an issue and the Chairperson shall ensure that all members have an opportunity to contribute to debates and discussions.
- (c) Each member shall be allowed to speak for not more than 3 minutes on an issue.
- (d) The Committee shall, as far as possible, arrive at all decisions and recommendations by consensus.
- (e) Voting may be by show of hands or by roll call at the request of any member.
- (f) Whenever any member shall be called to order by the Chairperson, 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 Chairperson.
- (g) When the Chair so directs a member to resume his/her seat and the member does not do so forthwith, the Chairperson shall give directions for the removal of the Member and such other directions as are necessary for restoring order to the proceedings.
- (h) The ruling of the Chairperson on a point of order shall be final.

11. Personal/Pecuniary Interest

- (a) No member of a Committee shall attend a meeting or part of a meeting of a Committee during the consideration of any matter in which he/she has a pecuniary interest.
- (b) 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.

12. Confidential Material

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

13. Attendance of Press and Public

- (a) Press and public can attend Committee meetings unless the Committee decide that a meeting or part of a meeting should be held in private session.
- (b) Admission of visitors shall be on first come first served basis.
- (c) Visitors are to maintain silence and observe any directions given by the Chair or any officer in attendance on the Committee. Disorderly persons may be removed by order of the Chairperson.
- (d) Recording, by visitors, of the proceedings of the meeting is prohibited.

14. 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 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.
- (b) Items 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. 7 and should follow business items not reached at previous meeting.

15. Report of Chairperson and Recommendations

- (a) The Chairperson shall prepare a written report to be circulated to the Members of the Council 7 clear days before a Council meeting. The report should reflect the issues considered by the Committee, the views expressed and the final recommendation(s) of the Committee.
- (b) Chairperson's report to be submitted to next appropriate Council meeting and should be circulated to each member of the Committee.

16. Sub-Committees

- (a) The Committee shall be entitled to establish no more than two sub-Committees (working groups) to examine particular policy issues at any one time.

- (b) Composition of sub-committees/working groups to be comprised of a mix of the membership of the SPC members, or in the event of a collaborative sub-committee/working group. Members of the collaborating SPC only.

17. Substitute Membership

Members of a Committee shall not be entitled to nominate a substitute to attend meetings in their place.

18. Non-Attendance

In the event of a member failing to attend 3 consecutive ordinary meetings of the Committee in any year, the Council and/or nominating sector shall be asked to review the matter.

19. Interpretation of Standing Orders

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

20. Amending Standing Orders

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 and if adopted by the Council such amendment(s) will apply to all Strategic Policy Committees.

21. Observer Status

Committee members may attend meetings of Strategic Policy Committees of which they are not members. They shall not speak or participate in the meeting and cannot vote.

22. Papers and Documents

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.

23. Suspension of Standing Orders

Standing Orders may, at any time by consent of a majority of the total membership of a Committee, be suspended for the purpose of any specific business before the Committee.

24. Matters Not Covered by Standing Orders

The Chairperson shall have power to deal with any matter not covered by Standing Orders.

25. Duration of Standing Orders

The foregoing Standing Orders shall continue in force until altered, amended or repealed and carried by a majority of the County Council with at least three-fourths of the members being present.

26. Broadcasting

No cameras of any kind or sound recording or communication equipment may be used at meetings without the prior approval of the Council.

No Member shall disclose the content of any discussions held in the confidential part of a meetings.

All Report/Replies on an Agenda are confidential until they are reached at a meeting.

Any Tweeting/Social Media sharing of items of business prior to it being reached at a meeting is prohibited.

DEFINITIONS

In these Orders “County Council” and “Council” mean “The Council of the Administrative County of South Dublin County Council.

Clear days shall exclude the day the notification is issued and the day of the meeting/notice, as well as Saturdays, Sundays and Public Holidays.