**DRAFT Items for consideration in a review of the SPC Standing Orders**

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| **Submitted by** | **Relevant issues raised in the public consultation on the SPC Scheme:** | **Relevant Standing Order:** | **Comments:** | **Recommendation:** |
| South Dublin Chamber | Agenda, greater involvement of the SPC members in the formation of the agenda | **SO8: 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. | SO8 provides for the involvement of SPC members in the formation of the agenda by submitting an item on a strategic policy issue relevant to the business of the SPC | No change to Standing Orders |
| Greater flexibility in the number and dates of SPCs meetings respecting the need to meet. | **SO1: 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.  **SO2: Notice of Meetings**  …. there will be an agreed schedule of meetings, approved at the OP&F Committee Meeting of the Council. | SO1 provides for a minimum of four ordinary meetings of the SPC.  SO1 also provides for the calling of a special meeting by the chairperson, or on receipt of a written request by the chairperson in accordance with the requirements set out in SO1(b) | No change to Standing Orders |
| **John Kiberd - Litter Mugs/Dodder Action** | As the SPC meetings last just 90 minutes invariably there is no time for AOB. | **SO 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 | SO8 provides that SPC members may submit an item on a strategic policy issue relevant to the business of the SPC  SO23 provides that Standing Orders may be suspended for the purpose of any specific business of the committee, subject to the consent of the majority of the total membership of the committee. | No change to Standing Orders |
| **South Dublin County Public Participation Network** | Identify the person to whom agenda items (or motions) should be submitted to.  Identify a time frame for the submission of agenda items (or motions), i.e. at least 2/3 weeks before the meeting is due to take place.  Identify parameters / format for the submitted items.  This is in the best interests of empowering sectoral participation in the SPC Scheme. | **SO8: 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. | There are a dedicated Meeting Admin / secretariat via whom items may be submitted. There is no provision in the Standing Orders for the submission of Motions  SPC Standing Orders set out details on timeframes for submission of policy items for consideration | No change to Standing Orders |
| **Cllr Francis Timmons** | Re times I’d like to propose they are increased to 2 hours! | **SO 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 | SO23 provides that Standing Orders may be suspended for the purpose of any specific business of the committee, subject to the consent of the majority of the total membership of the committee. | No change to Standing Orders |
| Re agenda – I’d like to see more discussion with members re agenda! | **SO8: 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.  **SO 2: Notice of Meetings**  The agenda for ordinary meetings and special meetings of the Committee will issue 10 working days before the meetings | SO8 provides for the involvement of SPC members in the formation of the agenda by submitting an item on a strategic policy issue relevant to the business of the SPC | No change to Standing Orders |
| Re headed items – I’d like it agreed that these are sent out and read beforehand and a just a quick summary is given and members ask questions! | **SO 2: Notice of Meetings**  The agenda for ordinary meetings and special meetings of the Committee will issue 10 working days before the meetings. | SPC reports should be prepared and circulated 10 clear working days prior to the meeting | That SO 2 is amended to include the agenda and all relevant papers for ordinary meetings and special meetings of the Committee will issue 10 working days before the meetings. |
| **The Environmental Pillar** | We support the Guidelines in their statement: “Local authorities should ensure that documentation concerning SPC meetings is sent well in advance of the meetings, ideally four weeks in advance. “We would recommend the inclusion of this timeframe in the final SPC Scheme.  It is essential that all SPC members are given sufficient time to prepare for the meetings and to consult with the members of their nominating bodies in order to create the best foundation for meaningful debate. | **SO 2: Notice of Meetings**  The agenda for ordinary meetings and special meetings of the Committee will issue 10 working days before the meetings.  **SO 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. | SPC reports should be prepared and circulated 10 clear working days prior to the meeting.  Through the agreed annual SPC work programme committee members will have an indication of the work programme / what is likely to be set out on the agenda and when, thereby enabling sectoral discussion in advance.  External members can take lead from their sectoral groups before contributing to discussion on policy items.  It is proposed that following CPG approval, the work programme for the coming year should be circulated to all members of that SPC and items of business accordingly scheduled across all planned meetings that year. | That SO 2 is amended to include the agenda and all relevant papers for ordinary meetings and special meetings of the Committee will issue 10 working days before the meetings. |
| Meeting schedules are agreed by all members of the SPC. It must also be the case that changes in that schedule are also only made following consultation with all the  members of the committee. The timing and location of meetings should also be arranged by agreement amongst the committee members to facilitate maximum participation and, as far as is possible, proximity to public transport. Potential  meeting times should be flexible, with the potential for evening meetings available to accommodate voluntary representatives. | **SO2: Notice of Meetings**  …. there will be an agreed schedule of meetings, approved at the OP&F Committee Meeting of the Council.  **SO 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 | SO 1 allows for hybrid and evening meetings; it is considered that this facilitates maximising attendance. The schedule of meetings for each year is agreed and notified in advance  Early evening 5.30pm to 7.00pm OR 6pm to 7.30pm is considered adequate | No change to Standing Orders |
| To facilitate the SPC in its policy making role, the SPC members should be consulted at an early stage and provided with all relevant background information. | **SO 2: Notice of Meetings**  The agenda for ordinary meetings and special meetings of the Committee will issue 10 working days before the meetings  **SO 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. | One of the statutory functions of the Corporate Policy Group is to make proposals for the allocation of business as between strategic policy committees and for the general co-ordination of such business. Current practice to support this is the preparation and approval by the CPG of annual work programmes for each SPC. The work programmes are proposed by each SPC Chair working with the relevant Director of Service.  It is proposed that following CPG approval, the work programme for the coming year should be circulated to all members of that SPC and items of business accordingly scheduled across all planned meetings that year. | Amendment to SO 22, that papers are submitted to the Director for review earlier than 10 clear working days, to be reviewed by the Director before circulation.  That SO 2 is amended to include the agenda and all relevant papers for ordinary meetings and special meetings of the Committee will issue 10 working days before the meetings. |