

**DÚN LAOGHAIRE-RATHDOWN COUNTY COUNCIL  
STRATEGIC POLICY COMMITTEE  
SCHEME 2014-2019**

**1. Introduction**

In accordance with the provisions of Section 48 of the Local Government Act 2001, as amended by Section 41 of the Local Government Reform Act 2014, the Council shall establish by resolution committees to be known as Strategic Policy Committees (SPCs) to consider matters connected with the formulation, development, monitoring and review of policy which relate to the functions of the local authority and to advise the Council on those matters. One of the committees established shall be to consider matters which relate to the functions of the local authority in relation to economic development and matters connected to the promotion of, including support for, enterprise, and to advise the Council on those matters.

**2. Role of the Strategic Policy Committee**

The Council is, and remains, the decision making authority, and the task of the SPCs is to advise and assist the Council in its work in the formulation, development and review of policy in relation to functions of a strategic nature reserved to the Elected Members of the County Council, subject to the relevant statutory framework.

While it is the task of each SPC to assist the Council in the formulation and development of policy, the final policy decisions rest ultimately with the full Council. The SPC system is intended to give Councillors and relevant sectoral interests an opportunity for full involvement in the policy-making process from the early stages, when policy options are more fluid. Therefore, much of the preliminary and background work, discussion and recommendation should be completed at SPC level for final consideration and ratification by the Council.

A key role for SPCs will be to focus on strategic issues and in taking a strategic overview of relevant policy areas in the wider context. Accordingly:

- Each SPC will agree its annual programme, linked to the strategic policies in the Council's Corporate Plan.
- SPC chairs will report to the Council on the proceedings of the Committee.
- Each SPC's work will take account of the Council's overall corporate policy and objectives, comply with statutory provisions, integrate with statutory plans where relevant, and link realistically to financial resources.
- Each SPC may decide on appropriate consultative arrangements, having regard to statutory provision, the interests already represented on the SPC and any guidelines provided by the Council.
- The Corporate Policy Group (CPG) should decide the work programmes of the SPCs and recommend issues to be considered by the SPCs

**3. Assistance from Public Authorities**

Section 48(3A) of the 2001 Act (inserted by Section 41(d) of the 2014 Act) empowers an SPC to seek the attendance of public authorities at a meeting for the purpose of assisting it in developing policy.

A request to a public authority to attend a meeting of a SPC should –

- set out the issue on which advice is being sought, including providing any policy papers of the local authority, or draft policy papers, and the linkages to the policy responsibility of the public authority and
- provide at least one month's notice, or shorter interval if mutually agreed.

The Act provides for the public authority to assist the SPC in the formulation of its policy by the SPC. The purpose of the provision is to give an additional resource in formulating policy and to strengthen linkages between local authorities and public bodies with wider responsibilities in the sectoral area in which the SPC operates. The invitation to attend at a meeting of an SPC cannot be used to query the public authority in the performance of its functions or duties.

#### **4. Corporate Policy Group**

The CPG comprises An Cathaoirleach and the Chairpersons of the SPCs and will be attended by the Chief Executive or her nominees. The CPG will link the work of the different SPCs, act as a sort of cabinet and provide a forum where policy positions affecting the whole Council can be agreed for submission to the full Council. An Cathaoirleach will report to the Council on the work of the CPG.

The CPG should:

- Play a key role in preparing the budget (subject to guidelines on the budgetary process),
- Provide input to the full Council on any matter of general concern to the Council either on its own initiative or following a request from the Council;
- Monitor the overall performance of the Council
- Deal with overall issues in relation to service delivery plans, customer service, value for money, etc., (individual SPCs will deal with such issues in their work insofar as their particular service remit is concerned);
- Co-ordinate the work of the SPCs and monitor their work programmes;
- Request SPCs to consider particular policy issues where appropriate.
- Provide feedback to the SPCs on Council policy and views in areas relevant to the SPCs.

#### **5. Framework**

The Council has taken the following factors into account in determining the overall framework of SPCs:

- The total number of elected members on the Council;
- The range of sectoral and other interests to be represented, including facilitating a reasonable spread of interests;
- The desirability of allowing adequate opportunity for participation by Councillors and sectoral interests;
- The organisational arrangement of service groupings within the authority and the remit envisaged for each SPC;
- The need to ensure that the organisational and financial resources of the particular local authority are not over-stretched; and
- Integration with other meeting requirements and committee structures and ensuring streamlined procedures generally.

Regard was also had to the Local Community Development Committee (LCDC), including its membership and remit.

Having regard to the foregoing Dún Laoghaire-Rathdown County Council will have 6 Strategic Policy Committees, which will meet quarterly and will be configured as follows:

- Economic Development and Enterprise
- Transportation and County-Wide Movement
- Community Development, Culture and Ageing

- Social Housing
- Planning
- Environment, Climate Change & Energy

The Chairpersons of the SPCs will report direct to the County Council.

## **6. Remit of Each S.P.C.**

The following section sets out details of the remit of each of the 6 SPCs.

### **Economic Development and, Enterprise**

Tourism Strategy and Twinning

Economic development

Enterprise support functions.

Preparation of the economic elements of the Local Economic and Community Plan (LECP),

Implementation and review of the economic elements of the LECP

Oversight of the operation of the Local Enterprise Office (LEO).

### **Transportation & County Wide Movement**

Cycling policy

Environmental Traffic Planning and Placemaking

Pedestrian Facilities

Parking

Public Transport

Roads

Road Safety issues and Traffic Management

Permeability including coastal areas

### **Community Development, Culture and Ageing**

Arts

Community Development

Design

Heritage

Libraries

Positive Ageing

### **Social Housing**

Accommodation Programme for Travelling People

Allocations / Transfers

Architecture and Design of Social Housing

Housing Construction / Refurbishment Programme

Homeless Strategy

Housing Strategy

Estate Management

Universal Design

Models of delivery

### **Planning**

Building Control

Planning and Development

Urban Design and Renewal

Conservation of Built Environment

Energy Standards

### **Environment, Climate Change & Energy**

Waste Management

Flood Risk & Water Quality Management Plan

Fire Service

Climate Change

Burial Grounds

Control of Animals  
Environment  
Energy Strategy  
Litter Management Plan  
Open Spaces, Parks and Coastal issues  
Sport

## **7. Chairpersons**

The Chairperson of each SPC will be a Councillor, nominated by the County Council, and will hold office for a minimum period of three years, which may be extended by the County Council but shall not exceed the duration of the Council i.e. 5 years.

Subsequent Chairpersons will be appointed by the County Council from among the existing Councillor members of the SPC. If a Chairperson ceases to be a Councillor he or she will automatically cease to be a member of the SPC.

The Chairperson of an SPC at the time of a Local Election will continue to hold office until the ordinary day of retirement of Members following the election, in accordance with Section 17 of the Local Government Act 2001.

Chairpersons should be selected on the basis that they have an interest in the work of the SPCs and are aware of their role in providing leadership and working with the relevant Director to facilitate the smooth and effective operation of the Committee.

## **8. Membership**

In accordance with the provisions of the legislation and guidelines the membership of the SPCs will consist of two thirds Councillors and one third sectoral representatives. The following shall apply in relation to the membership of SPCs

- Each Councillor will be a member of 2 SPCs;
- Every member of an SPC will hold office for the lifetime of the Council (normally five years);
- If a Councillor member of an SPC ceases to be a Councillor he or she will also automatically cease to be a member of an SPC;
- Each nominating sector is entitled to deselect its nominees as required.
- A sector may be represented on more than one SPC

The following factors were taken into consideration in determining sectoral representation on and across each SPC in the draft Scheme.

- The need to foster economic and social development generally;
- A stated commitment to working towards gender balance and to encouraging as fully as possible gender balance in representation from the sectors;
- The need to ensure a pro-active approach to having as many relevant sectors as possible across the SPC system;
- The need for balance between divergent interests;
- The need for a comprehensive audit of groups within the local authority area to facilitate the fullest possible consultation with each sector;
- The priority concerns of each sector and the appropriateness of the SPCs to these concerns;
- The relationship between the number of SPCs and the range of interests which can be represented;
- A commitment to the fostering of social inclusiveness and equality;

- A commitment to have a pro-active information strategy to inform the public on the renewal of local government;
- The desirability of facilitating relevant organisations to be part of the nominating constituencies.

The following Sectors will be represented on the SPCs:

- Agriculture / Farming
- Environmental / Conservation
- Development / Construction
- Business / Commercial
- Trade Union
- Community/Voluntary
- Social Inclusion

Having regard to the foregoing the proposed membership of the SPCs is set out in the following table:

	<b>Councillors</b>	<b>Sectoral Representatives</b>	<b>Total Membership</b>
<b>Economic Development and Enterprise</b>	14	7 as follows: 1 Environment/Conservation 1 Development/Construction 2 Business/Commercial 1 Trade Union 1 Community/voluntary 1 Social Inclusion	21
<b>Transportation &amp; County Wide Movement</b>	14	7 as follows: 2 Environment/Conservation 2 Development/Construction 1 Business/Commercial 1 Community/voluntary 1 Social Inclusion	21
<b>Community, Cultural Development Including Ageing</b>	12	6 as follows: 1 Environment/Conservation 1 Business/Commercial 2 Community/Voluntary 2 Social Inclusion	18
<b>Social Housing</b>	14	7 as follows: 1 Environment/Conservation 1 Development/Construction 1 Business/Commercial 1 Trade Union 2 Community/Voluntary 1 Social Inclusion	21
<b>Planning</b>	14	7 as follows: 2 Environment/Conservation 2 Development/Construction 1 Business/Commercial 1 Community/voluntary 1 Social Inclusion	21
<b>Environment, Climate Change &amp; Energy</b>	12	6 as follows: 1 Agriculture/Farming 1 Environment/Conservation 1 Development/Construction 1 Business/Commercial 1 Community/voluntary 1 Social Inclusion	18

## **9. Nomination process for Sectoral Representatives**

The nomination process for the national pillar organisations will be as follows:

- The agricultural/ farming sector will be facilitated by the farming and agricultural organisations pillar,
- The business/ commercial and development/ construction sectors will be facilitated by the business and employers organisations pillar.
- The trade union sector will be facilitated by the trade union pillar.

With regard to the

- Environmental / Conservation sector
- Community / voluntary sector and
- Social inclusion sector

Nominations will be determined on the basis of the local nomination process through the Public Participation Network (PPN). Member Organisations when joining the PPN at a county level must opt to be a part of one of three electoral colleges within the PPN:

- Environment
- Social Inclusion
- Community and Voluntary

To join the Environment Electoral College an organisation's primary objectives and activities must be environmental (i.e. ecological) protection and/or environmental sustainability. Membership of this Electoral College will be validated by the environmental pillar at a national level.

To join the Social Inclusion Electoral College an organisation's primary objectives and activities must focus on social inclusion/ social justice/ equality. Organisations whose primary objectives are other than those listed above will be members of the Community and Voluntary Electoral College.

The Council will provide sufficient time, information and facilities to the PPN, if required, to enable the nomination of representatives. Following the adoption of the SPC Scheme by the Council, each Sector will be given 1 month in which to provide details of their nominations to the Council.

The following principles should be respected by each sector in the selection of groups and associations for their particular sector including those being facilitated by the national pillars.

- Groups/associations should be active in the area or an area of the authority and have a county wide impact or, at a minimum, relevance in a locality or number of localities in the area.
- Groups/associations should be open to new members, hold AGMs and regular meetings, and should be broadly representative and accountable.
- Single interest groups should be eligible, e.g. campaign groups focused on the disabled or elderly. Single issue groups should not be considered for inclusion in the sectors.
- State and Local Development Agencies should not be included as nominating bodies to the sectors and should not be represented on an SPC. However, sectors may nominate persons from a local development agency to sit on an SPC.

#### **10. Knowledge/Expertise Required by Sectoral Representatives Review**

The nomination of sectoral representatives is the sole responsibility of each particular sector. However, the Council recommends that some nominee(s) to specific SPCs have broad knowledge (or expertise) in the following areas:

- **Agriculture / Farming**

Environment, Climate Change & Energy SPC (1)

Economic Development and Enterprise SPC (1) – **1 representative with experience/expertise in rural development**

- **Environment / Conservation**

Economic Development and Enterprise SPC (1) – **1 representative with experience/expertise in relation to tourism,**

Transportation & County Wide Movement SPC (2) – **1 representative with expertise/experience in relation to cycling and pedestrian issues, 1 representative with expertise/experience in relation to environment traffic planning and place-making**

Community, Cultural Development Including Ageing SPC (1) – **1 representative with experience of universal design**

Social Housing SPC (1) - **1 representative with expertise/experience in relation to the environment**

Planning SPC (2) – **1 representative with experience/expertise in relation to conservation of the built environment, and 1 representative with experience of energy standards**

Environment, Climate Change & Energy SPC (1) - **1 representative with expertise/experience in relation to the environment**

- **Development / Construction**

Economic Development and Enterprise SPC (1)

Transportation & County Wide Movement SPC (2) – **1 representative with experience/expertise in relation to road safety issues, and 1 with experience/expertise in relation to public transport issues**

Social Housing SPC (1) – **1 representative with expertise/experience in relation to Social Housing,**

Planning SPC (2) – **1 representative with expertise/experience in relation to the Construction Industry and 1 representative from a professional organisation with expertise/experience in relation to Physical Planning,**

Environment, Climate Change & Energy SPC (1) - **1 representative with expertise/experience in relation to energy issues and standards**

- **Business / Commercial**

Economic Development and Enterprise SPC (2) – **1 representative with experience/expertise of entrepreneurship in any of retail/ commercial/ manufacturing sectors**

Transportation & County Wide Movement SPC (1)

Community, Cultural Development Including Ageing SPC (1) - **1 representative with experience in design**

Social Housing SPC (1) – **1 representative with expertise/experience in architecture and the design of social housing**

Planning SPC (1) - **1 representative from a professional organisation with experience in urban design/renewal**

Environment, Climate Change & Energy SPC (1)

- **Trade Union**

Social Housing SPC (1)

Economic Development and Enterprise SPC (1)

- **Community/Voluntary**

Economic Development and Enterprise SPC (1) – **1 representative with experience/expertise of entrepreneurship in generating enterprise at local community level**

Transportation & County Wide Movement SPC (1)

Community, Cultural Development Including Ageing SPC (2) - **1 representative with expertise/experience in relation to sporting issues and 1 representative with expertise/experience in relation to youth issues**

Social Housing SPC (2) - **1 representative with expertise/experience in relation to traveller issues**

Planning SPC (1)

Environment, Climate Change & Energy SPC (1)

- **Social Inclusion**

Economic Development and Enterprise SPC (1)

Transportation & County Wide Movement SPC (1) – **1 representative with expertise/experience in relation to disability issues**

Community, Cultural Development Including Ageing SPC (2) **1 representative with expertise/experience in relation to ageing issues and 1 representative with expertise/experience in relation to disability issues**

Social Housing SPC (1) **1 representative with expertise/experience in relation to disability issues**

Planning SPC (1) - **1 representative with expertise/experience in relation to disability issues**

Environment, Climate Change & Energy SPC (1)

## **11. Training**

As part of the development of a Training Programme for Councillors the Council will include provision for training for all SPC members in relation to the following:

- Workshops on policy to cover the various areas within the remit of the SPCs;
- Briefings on the reform of local government;
- Briefings on the role and functions of local government;
- Skills orientated training such as team building.
- Effective meeting skills for SPC Chairs

## **12. Expenses Incurred by Members**

In general, any travel expenses arising for an SPC member would be met by the organisation that the SPC member represents. However, in exceptional circumstances, where the nominating body is unable to pay such travel expenses, the member would be entitled to claim travel for attendance at SPC meetings, at the rate applicable to Elected Members of the Council.