



Kildare County Council
Standing Orders for the
Regulation of Business and Proceedings
at Meetings of the
Strategic Policy Committees

Date: 31 May 2021

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Definitions

In these orders,

The "**Act**" means the Local Government Act 2001 (as amended).

The "**Chairperson**" means the person elected as chairperson of the Strategic Policy Committee at a meeting of the Council or the agreed chair of a meeting in the absence of the Chairperson.

The "**Chief Executive**" means the Kildare County Council Chief Executive or her/his duly appointed deputy.

The "**Council**" means the elected policy-making forum for the administrative county of Kildare.

An "**excluded day**" means a Saturday or a Sunday or a public holiday within the meaning given in the Organisation of Working Time Act 1997 or any other day on which the principal offices of the council are closed.

A "**Meeting**" means a meeting pursuant to the Act of the Strategic Policy Committee, save where the context indicates otherwise.

The "**Meetings Administrator**" means the person assigned the duties of Meetings Administrator.

A "**Member**" means a person elected or co-opted as a councillor in accordance with law to membership of the Council, or a person appropriately nominated to a Strategic Policy Committee from a national pillar or the Public Participation Network and approved by the Council.

A "**motion**" is a formal proposal for action to be put before a Strategic Policy Committees for approval.

A "**Point of Order**" is an appeal to the Chairperson for a ruling on a matter of procedure.

The “**remote**” attendance of a Meeting of the Strategic Policy Committee provides for participation from a different location, using an agreed telecommunications link.

A “**Quorum**” shall be one-fourth of the total number of Members of Strategic Policy Committees plus one or, where one-fourth of such total number is not a whole number, the Quorum shall be the next highest whole number plus one. Two Members of the Council must be present to constitute a quorum. The Quorum for a Meeting of the relevant Strategic Policy Committee thereby is set out in Table 1, except where otherwise required by legislation. Members attending or remotely attending a Meeting will count for the constitution of a Quorum.

Table 1 Quorum for Meeting of an SPC

SPC	Membership	Quorum
Climate Action	10	4
Economic Development, Enterprise and Planning	11	4
Environmental Services and Water	10	4
Housing	11	4
Local Community and Cultural	11	4
Transportation, Safety and Emergency Services	11	4

If a quorum is not present within thirty minutes of the time fixed for the Meeting, or at any time during the Meeting, the Meeting shall stand adjourned to a day to be named by the Chairperson.

1. Meetings

Each Strategic Policy Committee shall meet as often as required and at least four times a year to deal with the business assigned to it. Meetings will normally be held four times per year in accordance with the council's adopted meetings calendar. Meetings shall commence at the appointed time and conclude within two hours.

A special meeting of the committee may be called by the Chairperson or by at least five members of the committee.

It shall be the function of a Strategic Policy Committee to consider matters connected with the formulation, development, monitoring and review of policy that relate to the functions of the committee and the Council and to advise the Council on those matters.

2. Notice of Meeting

Not less than ten clear days' notice will be given for ordinary meetings of the committee. Want of service or non-receipt of a notification by any member will not affect the validity of a Meeting. Meeting documentation should be circulated to the committee at the earliest opportunity in advance of a meeting and at least ten clear days in advance to allow sectoral representatives an opportunity to consult within their sector.

3. Place of Meeting

In so far as practicable the place for holding Meetings of the Strategic Policy Committee shall be the principal offices of the council at Áras Chill Dara, Devoy Park, Naas and Meetings shall normally be held there. From time to time, by resolution, the

Strategic Policy Committee may appoint an alternative location for a particular Meeting.

In accordance with Section 29 of the Civil Law and Criminal Law (Miscellaneous Provisions) Act 2020, the Meetings of a Strategic Policy Committee may be held at:

- the Council chamber,
- one or more council buildings or rooms linked using telecommunications,
- an electronic, digital, or virtual location, web address or a conference call telephone number,
- a combination of the above to provide for attendance and remote attendance by Members.

4. Chairperson

In accordance with the Strategic Policy Committee Scheme adopted by Kildare County Council, the Chairperson shall be appointed by the Council. At a meeting of the committee, the Chairperson shall preside; if the Chairperson is absent from a meeting, he/she shall nominate a member from among the councillors to preside as acting Chairperson. Where the Chairperson has not nominated an acting Chairperson, the members of the committee shall choose a member from among the councillors to preside as acting Chairperson. The Chairperson will report bi-annually to the full council.

5. Attendance

The names of those in attendance at a meeting of the committee shall be recorded in an attendance register provided for that purpose. For Meetings with remotely attending participants, the

Meetings Administrator will record the attendance in a register provided for that purpose.

In the event of a member failing to attend three consecutive meetings without adequate reason, the appropriate nominating body will be formally requested to review the situation.

Attendance of substitute members shall not be permitted at meetings.

An elected member who has a motion referred either by the full council or municipal district to a strategic policy committee for consideration will be invited to attend the meeting if the matter is to be discussed.

The Chairperson or the Director may invite other Members or attendees who have specialist knowledge in respect of topics to be discussed.

6. Order of Business

The order of business at all Meetings shall, subject to the provisions of any enactments, be as follows:

- I. Declarations of pecuniary or beneficial interests under section 177 of the Act
- II. Confirmation of minutes.
- III. Progress Report on policy and related issues by Director of Service.
- IV. Consideration of policy issues.
- V. Consideration of position papers prepared for the committee.
- VI. Correspondence.

7. Minutes

Minutes of all committee meetings shall contain particulars of the names of the persons present, apologies received, together with particulars of all decisions or recommendations made. A copy of the minutes of a meeting shall be given to each member of the committee.

Minutes of a Meeting shall be submitted for confirmation as an accurate record at the next following ordinary Meeting, where practicable, or where not, at the next following Meeting and recorded in the minutes of that Meeting.

A Member may object, when the question that they be confirmed is put from the chair, provided the Member had given notice in writing to the Meetings Administrator five clear days in advance of the Meeting, to any part thereof as not being an accurate record. Members shall be notified in advance of a Meeting of such objections.

Upon a motion any question of altering the record shall be determined by the committee by majority vote of those Members who were present at the appropriate Meeting. When confirmed with or without amendment, the minutes of a Meeting shall be signed by the person chairing the Meeting at which they were submitted for confirmation, and any minutes claiming to be so signed shall be received in evidence without proof.

A copy of the minutes when confirmed in accordance with this Standing Order shall be open to inspection at the principal offices of the Council and any person may inspect and make a copy of, or abstract from, the minutes during the usual office hours of the authority. Adopted minutes to be made publicly available by publication on the council's website.

8. Rules for Debate

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

Each member of the committee shall have the right to speak on any relevant issue and shall have equality in making their views known.

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

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

The ruling of the Chairperson on a point of order shall be final.

9. Confidential Material

Matters arising for discussion at a meeting of the committee may, in some instances, be considered confidential. It shall be a matter for the committee to declare that confidentiality be maintained on the issue.

10. Ethics

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.

Members shall comply in all respects with Section 177 of the Act; and any Member having a pecuniary or beneficial interest in a matter before a Meeting of the Strategic Policy Committee or any of its committees, 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 relating to it. **The onus is on the Member to declare the interest to the Chairperson and the members and to leave the meeting room. Where the member is attending remotely, they must terminate any telecommunications link with the Meeting. The declaration will be recorded in the minutes at the time of departure.**

Their departure will be confirmed by the Meetings Administrator, who will invite the relevant Member, by a practicable and pre-agreed method of communications, to re-join the meeting at the appropriate time.

11. Recommendations

Recommendations/reports of the committee shall be submitted for the consideration of the corporate policy group and/or full council by the Chairperson of the committee.

12. Committees

The committee shall be entitled to establish sub-committees or working groups to examine specific policy issues.

13. Suspension of Standing Orders

Standing orders may at any time be suspended on a proposal made for the purpose of any specified business, with the consent

of not less than two-thirds of the members present at the Meeting.

14. **Amendment and Duration of Standing Orders**

These Standing Orders shall remain in force from the date of their adoption, which date shall be recorded and entered on a copy to be held at the Council's head office, until the Council shall decide by resolution to repeal them. Pending any such resolution, these orders may be amended by a resolution of the Council for which two-thirds of the Members of the Council vote in favour. For this purpose, two-thirds of the Membership shall be determined by disregarding any fraction remaining after the calculation of two-thirds.

Adopted by Kildare County Council on 31 May 2021 pursuant to the provisions of Section 44 of the Local Government Act 2001 (as amended), in witness whereof the seal of the Council has been affixed.



Mark Stafford

Cathaoirleach, Kildare County Council



Peter Carey

Chief Executive, Kildare County Council