

COMHAIRLE CONTAE AN CHLÁIR

SCHEME FOR THE STRATEGIC POLICY COMMITTEES



September 2014

1.0 Introduction

Clare County Council with its range of responsibilities impacts on the lives of every person in County Clare. The Council has clear statutory and service obligations which it carries out on behalf of and for the benefit of the people of the County.

There are 28 councillors elected to Clare County Council from four Municipal Districts as set-out below. The Council formulates and adopts policy and is assisted and supported in this work by a number of Committees called Strategic Policy Committees. The executive of the Council i.e. the officials, in turn, implement the adopted policy.

<i>Municipal District</i>	<i>No. of Members</i>
Ennis	8
Killaloe	6
Shannon	6
West Clare	8

Table 1: Municipal District Membership

Following the local elections held in May 2014 it is necessary for each County and City Council to establish new S.P.C.'s in line with the revised guidelines published by the Department in June 2014.

Corporate Policy Group.

The Corporate Policy Group (C.P.G.) consists of the Cathaoirleach of the Council who will chair the group together with the chair of each of the Strategic Policy Committees and a representative of any Municipal District not already on the C.P.G. This group will provide a forum for policy issues which transcend the remit of individual S.P.C.'s and which affect the Council as a whole.

The role of the C.P.G. is strategic and it links and co-ordinates the work of the different S.P.C.'s.

Strategic Policy Committees.

The statutory basis for S.P.C.'s is set out in Section 48 of the Local Government Act 2001 as amended by Section 41 of the Local Government Reform Act 2014.

The S.P.C.'s

- assist the council in the formulation, development and review of policy
- reflect the major functions or services of a local authority within the broader context;
- are tailored to the size, membership and administrative resources of a local authority but generally would be four in number; and
- have one third of their membership drawn from sectors relevant to the committees' work.

Strategic Policy Committees (SPC) are structured around the main functions of Councils. They are made up of elected councillors and other representatives of the Social Partners and other Sectoral interests. Each SPC will be chaired by an elected councillor and will be supported by a Director of Services. The task of the SPC is to assist and advise the Council in the formulation, development and review of policy. The SPCs will not be concerned with individual representational or operational issues. Final policy decisions, however, will ultimately rest with the full Council acting as a body.

2.0 Operational Level

The Chief Executive and his staff are responsible for the operational activities of Clare County Council. They oversee the day to day management and administration of the services and functions of the organisation and operate within Government and Council policy and the legal framework governing local authorities.

2.1 Services

The services that Clare County Council provides to the people of County Clare are classified into eight Divisions

Division A	Housing and Building
Division B	Road Transportation and Safety
Division C	Water Services
Division D	Development Management
Division E	Environmental Services
Division F	Recreation and Amenity
Division G	Agriculture, Education, Health and Welfare
Division H	Miscellaneous Services

3.0 Proposed Framework for the Strategic Policy Committees

Clare County Council propose to establish four Strategic Policy Committees (SPCs). Four Chairs designate were appointed to the committees following the Local Elections in May, 2014. These are: Councillors Richard Nagle, Pat Hayes, Joe Cooney and Gerry Flynn.

The proposed breakdown of the S.P.C.'s to be established is set out in the table below.

<u>STRATEGIC POLICY COMMITTEES</u>	
1	Planning & Housing
2	Environment & Transportation
3	Economic Development & Enterprise
4	Cultural Services & Arts (including Community, Recreation and Amenities)

Meetings of SPCs

SPCs will normally meet about 4 times yearly at suitable times for all SPC members and it will be a matter for each individual SPC to decide on times, dates etc. for their meetings.

If an SPC member misses 2 consecutive meetings without providing advance notice and reasonable cause of inability to attend their nominating organisation will be asked to de-select/re-affirm their nominee.

Media

Meetings of SPCs will generally be open to the Media, unless a Committee shall decide otherwise by a majority vote of the membership of that Committee.

3.1 Requirements of the Departmental Guidelines

General Guidelines

SPCs will prepare the groundwork for policies which will then be decided on by the County Council

- Each SPC must have one third (1/3) of the membership drawn from the sectoral interests
- SPCs are to have a minimum total membership of nine.
- SPC Membership for Councillors should be for the lifetime of the Council. A person ceasing to be a Councillor would automatically cease membership of the SPC
- SPC chairs should hold office for a minimum of three years which could be renewed by the Council
- The sectoral nominees will retain membership of the SPC for the life of the Council. Any vacancy arising will be filled on the nomination of the body of the member causing the vacancy.
- A Director of Services and other staff as necessary will attend meetings and provide support for each SPC

Guidelines regarding Councillors

- Each Councillor to be a member of an SPC
- SPC Membership for Councillors should be for the lifetime of the Council
- SPC Membership should reflect the proportionality and the distribution of the elected representatives on the full council.
- Councillors may not be nominated to represent sectoral interests.

Guidelines regarding Sectoral Interests

Sectoral Representatives for the SPCs will be drawn from the following sectors:

1. Agriculture/Farming
2. Environmental/Conservation
3. Development/Construction
4. Business/Commercial
5. Trade Union
6. Community/Voluntary
7. Social Inclusion.

The nomination process will be facilitated and agreed by the National Pillars, in other words, the Business Pillar, the Trade Union Pillar, the Farming Pillar and the Environment Pillar.

The nomination process for the remaining sectors will be determined via the PPN structure on the basis of a local nomination process.

Due regard will be given to those groups or county wide organisation who have a specialist expertise in certain specific areas of interest.

Sectoral nominees should retain membership of the SPC for the life of the Council.

Each sector should select its own nominee.

State and Local Development Agencies are not included as nominating bodies to the sectors and should not be represented on the SPC.

Nominations from the Sectors should, insofar as possible, reflect an appropriate gender balance in line with Government Policy.

4.0 Implementation and Support Measures

Clare County Council will provide ongoing training and support for members of the SPCs to support them in their work:

- Workshops on policy to cover the areas within the remit of the SPCs
- Briefings on the role and functions of local government
- Any other training deemed necessary by the Council

5.0 Process of Establishment of SPCs

Sequence of Events	Timescale
Draft Scheme discussed with CPG and approved by full Council	July, 2014
Advertise/Publicise/Circulate Draft Scheme	July/ August, 2014
Submissions deadline	late August 2014
Council to consider submissions on Draft Scheme	September, 2014
Adoption of scheme with/without amendments at Council Meeting	September Council Meeting
Council to write to National Pillars and PPN seeking Nominations	September, 2014
Nominations confirmed from each of the sectors at Council Meeting	October 2014
First meeting of SPCs	Late October, 2014

Tables

TABLE A
Strategic Policy Committees – Proposed Remit and Responsibilities

Planning & Housing	Environment &Transportation	Economic Development & Enterprise	Cultural Services & Arts (including Community, Recreation and Amenities)

Table B
Sectoral Representation on Each SPC

	Planning & Housing	Environment & Transportation	Economic Development & Enterprise	Cultural Services & Arts (including Community, Recreation and Amenities)
Sectors				
Representation				
Sectors	5	5	5	5
Councillors	7	7	7	7
Total:	12	12	12	12

Table C

Sectors	Planning & Housing	Environment & Transportation	Economic Development & Enterprise	Cultural Services & Arts (including Community, Recreation and Amenities)	Total
Agriculture / Farming	1	1	1		3
Environment/ Conservation	1	1	1		3
Development/ Construction	1	1	1		3
Business/Commercial	1		1	1	3
Trade Unions			1	1	2
Community / Voluntary		1		2	3
Social Inclusion	1	1		1	3
Total	5	5	5	5	20
Elected Members	7	7	7	7	28