



Galway City Community Network
Líonra Pobail Chathair Na Gaillimhe

GCCN REPRESENTATIVE ELECTIONS 2019 - 2024

GUIDELINES AND INFORMATION

Galway City Community Network



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Galway City Community Network The Public Participation Network in Galway City

GCCN Representative Elections 2019 - 2024 Guidelines and Information

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Introduction

Galway City Community Network (GCCN), as the Public Participation Network (PPN) in Galway City, elects representatives to a variety of policy and decision-making structures in the city, including Galway City Council Strategic Policy Committees (SPCs), the Local Community Development Committee (LCDC), the Joint Policing Committee (JPC) and the Galway Sports Partnership (GSP).

This guide provides Galway City Community Network members with information on the GCCN Representative Election Process, the structures that GCCN is represented on and all the necessary guidance for those seeking a nomination on to one of the decision making structures on which GCCN is represented.

GCCN Representation

Criteria for GCCN Representation

Representing GCCN is an important task. In order to ensure that representation is informed and based on knowledge of the policy area and on commitment to the values of GCCN, the representatives are required:

- To be a member of a current GCCN member organisation/group;
- To be nominated by a current GCCN member organisation/group;
- To have a demonstrable track record of engagement with GCCN¹.
- To have knowledge, skills and experience in relation to the general policy area that is covered by the structure you are seeking to represent GCCN on;
- To have knowledge of the GCCN policies in the area and a commitment to promoting these policies and to policy development where necessary;
- To have a proven track record in the ability to represent and contribute on committees, boards and other structures;
- Regularly attend meetings of the structure to which they are elected and actively participate in discussions;
- Promote social inclusion and diversity as underpinning concerns;
- Participate actively as a member of the relevant Linkage Group, supporting engagement of GCCN members in the development of policies and positions to inform GCCN representatives;

For more on GCCN policies and positions please refer to the [GCCN Policies and Positions](#)².

Furthermore, for nominations on the Local Community Development Committee (LCDC) a candidate will need to:

- Have a good degree of knowledge of the reforms in local government as outlined in the policy document and legislated for by the Local Government reform Act 2014;
- Have a good degree of knowledge of the Local Community Development Committee, its responsibilities and function;
- Have knowledge of community development and local development;

¹ A demonstrable track record of engagement with Galway City Community Network involves active membership in one or more of the GCCN Linkage Groups and attendance at Plenary meetings.

² <https://galwaycitycommunitynetwork.ie/wp-content/uploads/2016/12/GCCN-Policies-Positions-728x1030.jpg>

- Have knowledge of the SICAP programme and other programmes that fall under the jurisdiction of the LCDC;
- Have knowledge of the Local Economic and Community Plan and inter-agency, cross-sectoral planning in general;
- Not be affiliated in any way to Galway City Partnership (GCP). This is because the GCP manages the Social Inclusion Community Activation Program and GCCN wants to avoid a conflict of interest in so far as is possible.

Note: All GCCN representatives are elected to represent Galway City Community Network. They are accountable for their representation to the GCCN membership. In GCCN representative capacity, they do not represent their own organisation/group.

In general:

- Elected representatives of Local Authorities, Oireachtas members or European Parliament members cannot be nominated through the PPN process.
- If anyone nominated to the PPN through this process subsequently decides to enter electoral politics, at either Local Authority, National or European level, they must immediately resign their PPN representative role when they declare their candidacy.
- A person who has stood for election or been co-opted, or who has been an elected representative on any level of government (Local, National or European) may not be chosen to represent the PPN on any representative role **for one year** after the date of the election or after completing their term of office
- Elected PPN representatives in their role as representing the PPN may not operate as a Local Area Representative or actively support or oppose a candidate running for election or already elected to either the Local Authority, Oireachtas or European Parliament³.

Role of a GCCN Representative

The role of a GCCN representative is to:

- Represent the agreed policy positions, values and interests of GCCN on the structure to which they are elected, including relevant subgroups;
- Actively promote the policies, positions and values of GCCN, including by seeking the inclusion of items on the agenda and proposing motions at the meetings;
- Regularly attend meetings of the structure to which they are elected and actively participate in discussions;
- Convene and/or actively participate in the relevant GCCN Linkage Group(s), to which they report and from which they devise a mandate;
- Support engagement of GCCN members in the development of policies and positions to inform GCCN representatives.

³ CRCD Circular CVSP 8/2018 PPNs and Engagement in the Political Process

Responsibilities of a GCCN Representative

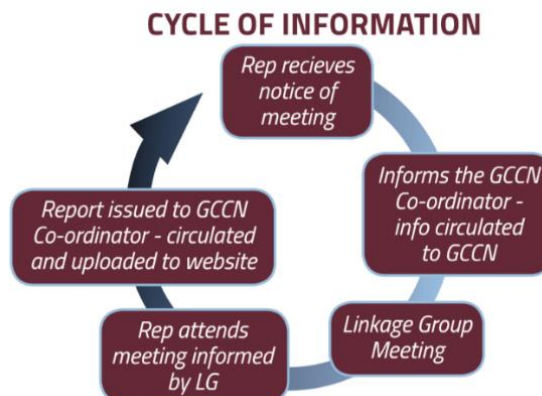
When carrying out the role, GCCN representatives should take the following practical steps:

- Before meetings of the committee or board provide the GCCN staff with the following information for circulation to the Linkage Groups:
 - a. Meeting date;
 - b. Meeting agenda and relevant documents;
 - c. Highlight any items of interest which require GCCN action in advance of the meetings;
- Attend the Linkage Group meeting in advance of the committee or board and support GCCN members to identify issues, research and policy proposals and positions and identify key questions and comments on agenda items;
- Prepare thoroughly for the committee or board meeting including by reading all relevant documentation and meeting in advance with other GCCN representatives if possible;
- Work strategically with other representatives and non-GCCN members to bring forward the issues raised by the Linkage Group and to advance the policies and positions, vision and values of GCCN;
- Support other GCCN representatives in meetings of the board or committee;
- Agree the role of note taker with fellow representatives and ensure that person drafts a report of the meeting;
- After meetings submit a meeting report using the GCCN reporting template to the co-ordinator for circulation to the Linkage Group and on the website;
- Work with fellow representatives to prepare the quarterly report to the GCCN Plenary on the work of the committee or board and submit this two weeks in advance of the Plenary to the GCCN staff for circulation to the membership;
- Attend the quarterly meetings of the GCCN Plenary to answer any questions or queries from the membership on the representative's report;
- Bring to the attention of the chairperson any conflicts of interest or loyalties that arise and may impact on their role as a representative.

GCCN Commitment to Representatives

GCCN will support its representatives to perform their role by:

- Providing relevant training for the representative role;
- Ensuring regular Linkage Group meetings that support representatives to carry out the role;
- Proactively addressing barriers to participation;
- Supporting attendance at GCCN events where appropriate;
- Responding in a respectful, supportive and timely manner to any concerns or issues regarding their work as a representative.



GCCN Expectations of Representative Structures

GCCN expects that structures to which GCCN representatives are elected undertake the following:

- Provide timely induction supports from the committee or board, including terms of reference, standing orders, meeting schedules, technical support and contact details for committee or board members;
- Ensure timely access to the relevant meeting documentation for a committee or board in an accessible format;
- Provide updated organisational and staff charts to the members of the board or committee;
- Provide regular written updates from the staff to the members of the board or committee, e.g. the quarterly Galway City Council Departmental reports for SPC representatives;
- Respect GCCN representative as equal partners with due regard to dignity and natural justice;
- Provide expenses for attending meetings, including subgroup and associated meetings, where appropriate and in line with the policy of the committee or board.

For more on GCCN expectations please refer to [GCCN Guidelines for Successful Community Engagement](#)⁴.

Structures

Overview of Structures Seeking Representation From GCCN

Local Structure	GCCN Reps	Pillar	Vacancies
SPC1: Housing and Social Inclusion	2	<ul style="list-style-type: none"> • Community/Voluntary • Social Inclusion 	2
SPC2: Planning	2	<ul style="list-style-type: none"> • Community/Voluntary • Environment 	2
SPC3: Economic, Community and Cultural Development	2	<ul style="list-style-type: none"> • Community/Voluntary • Culture – to be drawn from GCCN members with an interest in arts and culture. 	2
SPC4: Transportation	2	<ul style="list-style-type: none"> • Community/Voluntary • Environment 	2
SPC5: Climate Action, Environment, Recreation and Amenity	3	<ul style="list-style-type: none"> • Community/Voluntary • Social Inclusion • Environment/Conservation 	3
Local Community Development Committee	5	<ul style="list-style-type: none"> • Environment • Social Inclusion • Voluntary 	3
Joint Policing Committee	5	<ul style="list-style-type: none"> • To be drawn from GCCN members with an interest in community safety. 	5
Galway Sports Partnership	3	<ul style="list-style-type: none"> • To be drawn from GCCN members with an interest in sports and recreation. 	3
Total GCCN representatives: 24		Total vacancies: 22	

⁴ <https://galwaycitycommunitynetwork.ie/wp-content/uploads/2016/12/GCCN-Guidelines-for-Successful-Community-Engagement-728x1030.jpg>

Strategic Policy Committees

Strategic Policy Committees were established to contribute to the formulation, development and review of policy⁵. The SPCs bring together both Councillors and people actively working with social, economic, cultural and environmental bodies to develop and review policies related to council services. The SPCs provide Councillors with external views as they discharge their strategic role in the development of the local authority, including their policy development and oversight roles within the local authority. The SPC system provides Councillors with a better focus and enhanced capacity for involvement in policy formulation, review and evaluation with inbuilt assistance of relevant sectoral interests and with the support of a Director of Services⁶.

Galway City Council are proposing 5 Strategic Policy Committees, with a total of 12 members each comprising 8 Councillors and 4 Sectoral Representatives, that will meet quarterly.

The proposed configuration⁷ of the SPCs including the different sectors and the number of GCCN representatives sitting on each SPC is as follows:

Local Structure	Sector and GCCN seats	Proposed Strategic Remit
SPC1: Housing and Social Inclusion	<ul style="list-style-type: none"> • Community/Voluntary • Social Inclusion • Development/Construction • Trade Union <p>Two GCCN seats:</p> <ul style="list-style-type: none"> • Community/Voluntary • Social Inclusion 	<ul style="list-style-type: none"> • Housing Strategy • Provision of Local Authority Housing • Management of housing stock • Voluntary housing schemes • Traveller accommodation plans • Homeless Strategy and Accommodation for Homeless people • Private rented dwellings, housing standards and building control • Tenant Participation and Residents' supports • Housing loans and grants • Anti-Social Behaviour Policy • Allocations/Accessibility/Priority • Housing Construction/Refurbishment Programme
SPC2: Planning	<ul style="list-style-type: none"> • Community/Voluntary • Business/Commercial • Environment/Conservation • Trade Union <p>Two GCCN seats:</p> <ul style="list-style-type: none"> • Community/Voluntary • Environment 	<ul style="list-style-type: none"> • City Development Plan • Local Area Plans • Regional, Spatial and Economic Strategy • National Planning Framework • Public Realm • Heritage

⁵ Circular LG 07/2014 - Establishment of New Strategic Policy Committees (SPCs) and Corporate Policy Group – Strategic Policy Committee Guidance

⁶ Ibid, P 3 & 4

⁷ Please note that this proposal is currently out for consultation and the final configuration may change.

Local Structure	Sector and GCCN seats	Proposed Strategic Remit
SPC3: Economic, Community and Cultural Development	<ul style="list-style-type: none"> • Community/Voluntary • Business/Commercial • Trade Union • Culture <p>Two GCCN seats:</p> <ul style="list-style-type: none"> • Community/Voluntary • Culture – to be drawn from GCCN members with an interest in arts and culture. 	<ul style="list-style-type: none"> • Economic Development including local, regional, national and trans-national networks and partnerships • Enterprise development and support including the Local Enterprise Office (LEO) • Implementation and review of the economic elements of the LECP • Tourism, Promotion of the city and Twinning • Community Development • Cursaí Gaeilge sa Chathair Dhá Theangach • Cultural Policy and Legacy • The Arts and Libraries • Theatres, Museum and Cultural Spaces
SPC4: Transportation	<ul style="list-style-type: none"> • Community/Voluntary • Business/Commercial • Environment/Conservation • Trade Union <p>Two GCCN seats:</p> <ul style="list-style-type: none"> • Community/Voluntary • Environment 	<ul style="list-style-type: none"> • Galway Transport Strategy • City Centre Traffic Management Plan (including BusConnects, Cycling infrastructure and Pedestrian enhancement) • Road Safety • Traffic/Parking Bye-Laws • Noise Action Plan (cross-over with Environment SPC)
SPC5: Climate Action, Environment, Recreation and Amenity	<ul style="list-style-type: none"> • Community/Voluntary • Social Inclusion • Environment/Conservation • Business/Commercial <p>Three GCCN seats:</p> <ul style="list-style-type: none"> • Community/Voluntary • Social Inclusion • Environment/Conservation 	<ul style="list-style-type: none"> • Climate Mitigation and Adaptation Policy • Biodiversity Policy • Waste Management • Litter Management • Pollution control • Agenda 21 • Burial Grounds • Fire protection • Derelict sites • Casual Trading • Dog Control • Veterinary services • Open space, Parks, Beaches and Playing fields • Recreation centres and facilities

Local Community Development Committee

Local Community Development Committees (LCDC) were established under the Local Government Reform Act 2014 in each local authority area for the purposes of developing, coordinating and implementing a coherent and integrated approach to local and community development⁸. LCDCs bring together local authority members and officials, State agencies and people actively working with local development, community development, and economic, cultural and environmental organisations to implement a joined-up, cross-sectoral approach to local and community development programming. The LCDC is responsible for the development and implementation of the community elements of the Local Economic and Community Plan (LECP) and is the contract holder for the Social Inclusion Community Activation Programme (SICAP).

⁸ Guidelines for the Establishment and Operation of Local Community Development Committees, July 2014

Joint Policing Committee

The purpose of Joint Policing Committees (JPCs) is to provide a forum to support consultation and cooperation on policing and crime issues between An Garda Síochána, local authority officials, elected representatives and the community and voluntary sectors. JPCs work as partnerships between the previously mentioned groups to contribute to the improved quality and safety of life in communities. JPCs have a role in identifying, raising awareness of and finding solutions for issues impacting on, or causing concern to the community.

Galway City JPC is organised as follows:

Sub-committees on Galway City JPC	23 members in total
1. Promotion of the Safety of All Road Users in Galway City	<ul style="list-style-type: none">• 5 GCCN representatives• 11 Councillors• 3 Members of Oireachtas na hÉireann• 2 Members of An Garda Síochána• 2 Local Authority Officials
2. Reduction and Prevention of Anti-Social Behaviour in Galway City	
3. Enhancement of Community Safety Responses in Galway City	
4. Devise and Support Community Engagement Models of Practise in Galway City	

Galway Sports Partnership

Galway Sports Partnership (GSP) is an initiative of the Irish Sports Council to create a structure to coordinate and promote the development of sport at a local level. The Steering Group of GSP is made up of statutory agencies, local development and voluntary organisations that have an interest or role in the provision of physical activity in Galway. The main aim of Galway Sports Partnership is to increase the level of participation in sport, recreation and physical activity, to ensure that local resources are used to best effect and that sustainable structures are established to assist those involved in sport development with particular emphasis on groups who have low participation rates, e.g. women and girls, older adults, disadvantaged groups, people with disabilities and the unemployed.

Nominations and Elections

In line with the new council elected on May 24th, 2019, all GCCN representatives on structures associated with the local authority had to resign. New GCCN representatives will need to be elected onto the Local Community Development Committee, the Strategic Policy Committees, the Joint Policing Committee and the Galway Sports Partnership. GCCN are now implementing a process to select new representatives, that will culminate in the elections at the September Plenary Meeting.

Following an initial open meeting⁹ on GCCN Representation held in early July, the selection process for the new GCCN representatives includes three stages:

- **Nominations** will open on Monday, 2nd September. Please see Nomination Form below. **The cut-off date for all nominations is Friday, 13th September;**
- **Elections** will take place during the Plenary Meeting on Wednesday, 25th September;
- **Training** (mandatory) for all representatives will take place post-election. Date to be confirmed.

⁹ <https://galwaycitycommunitynetwork.ie/becoming-a-gccn-rep/>



Nomination Process

- Nominations will be sought for the seats outlined above from Monday, 2nd September.
- The cut-off date for nominations is Friday, 13th September. Nominations received after this date will not be accepted;
- Nomination Forms will be circulated to GCCN members and posted on the GCCN website;
- A number of seats are allocated to particular Pillars. Please refer to table below.
Where this is the case:
 1. Only members of the Environmental Pillar can nominate and vote for environmental seats;
 2. Only members of the Social Inclusion Pillar can nominate and vote for social inclusion seats;
 3. Only members of the Voluntary Pillar can nominate and vote for voluntary seats;
- GCCN members can nominate a candidate from within their own membership. Where appropriate, these nominations may be confined to the member’s Pillar. To check GCCN membership under the 3 Pillars please visit the [Directory of Members](#) on the GCCN Website¹⁰.
- Elected representatives can only sit on one structure/committee.

Number of seats allocated to particular Pillars				
	Environmental Pillar	Social Inclusion Pillar	Community/Voluntary Pillar	Any Pillar
SPC1: Housing and Social Inclusion		1	1	
SPC2: Planning	1		1	
SPC3: Economic, Community and Cultural Development			1	1 (Culture ¹¹)
SPC4: Transportation	1		1	
SPC5: Climate Action Environment, Recreation and Amenity	1	1	1	
Local Community Development Committee	1	1	1	
Joint Policing Committee¹²				5
Galway Sports Partnership¹³				3

¹⁰ <https://galwaycitycommunitynetwork.ie/about-us/directory-of-members/>

¹¹ To be drawn from GCCN members with an interest in arts and culture.

¹² To be drawn from GCCN members with an interest in community safety.

¹³ To be drawn from GCCN members with an interest in sports and recreation.

Voting Procedure

- Profiles of all the nominated candidate will be circulated to GCCN members and made available on the GCCN website;
- Ballot papers will be designed according to the criteria for each structure and issued appropriately to relevant member groups/organisations at the Plenary meeting on Wednesday, 25th September;
- Elections will be held by private ballot at the GCCN Plenary meeting on Wednesday, 25th September;
- Where the number of candidates for a seat that is vacant on any Committee is less than or equal to the number of vacancies available, then those candidates will be deemed elected.
- Where the number of candidates for a Pillar's representation on any Committee is less than the number of vacancies available, then a vacancy will remain.

Post-Election - Training

Following the election all GCCN members will be notified by email of the full results and ratification of the election, in particular the names of the representatives elected and the Committee for which they have been elected, together with contact details, within 5 working days after the ratification meeting.

The Secretariat will also notify the Local Authority of the names and contact details of the new GCCN representatives for the various local structure/committees.

All elected representatives will be subsequently offered focused training which is mandatory. Date to be confirmed and communicated in September.

Appendix

List of Acronyms	
Galway City Community Network	GCCN
Galway City Partnership	GCP
Galway Sports Partnership	GSP
Joint Policing Committee	JPC
Linkage Group	LG
Local Community Development Committee	LCDC
Local Economic and Community Plan	LECP
Public Participation Network	PPN
Social Inclusion Community Activation Programme	SICAP
Strategic Policy Committee	SPC



Galway City Community Network

The Public Participation Network in Galway City

GCCN Representative Nomination Form 2019

Name		
Nominating Organisation		
The Pillar of your group/organisation (mark as appropriate)	<ul style="list-style-type: none"> • Social Inclusion • Environment • Community/Voluntary 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Structure you want to represent GCCN on (mark only one option)	SPC1: Housing and Social Inclusion	
	<ul style="list-style-type: none"> • Community/Voluntary • Social Inclusion 	<input type="checkbox"/> <input type="checkbox"/>
	SPC2: Planning	
	<ul style="list-style-type: none"> • Community/Voluntary • Environment 	<input type="checkbox"/> <input type="checkbox"/>
	SPC3: Economic, Community and Cultural Development	
	<ul style="list-style-type: none"> • Community/Voluntary • Culture¹⁴ 	<input type="checkbox"/> <input type="checkbox"/>
	SPC4: Transportation	
<ul style="list-style-type: none"> • Community/Voluntary • Environment 	<input type="checkbox"/> <input type="checkbox"/>	
	SPC5: Climate Action, Environment, Recreation and Amenity	
	<ul style="list-style-type: none"> • Community/Voluntary • Social Inclusion • Environment 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Local Community Development Committee	
	<ul style="list-style-type: none"> • Environment • Social Inclusion • Voluntary 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Joint Policing Committee¹⁵	<input type="checkbox"/>
	Galway Sports Partnership¹⁶	<input type="checkbox"/>
Why you are interested in representing GCCN		
Please outline your relevant experience		
Please give details on how you meet the criteria for GCCN Representation¹⁷		
Do you understand that you are committing to the role and responsibilities of GCCN representatives as outlined in the Representatives' Charter¹⁸?		<input type="checkbox"/> Yes <input type="checkbox"/> No

To be returned to communications@gccn.ie before Friday, 13th September 2019.

¹⁴ To be drawn from GCCN members with an interest in arts and culture.

¹⁵ To be drawn from GCCN members with an interest in community safety.

¹⁶ To be drawn from GCCN members with an interest in sports and recreation.

¹⁷ As outlined in *GCCN Representative Elections 2019 – 2024: Guidelines and Information*.

¹⁸ <https://galwaycitycommunitynetwork.ie/wp-content/uploads/2018/03/ reps-charter-661x1030.jpg>