

## Part 4 – Operation of Committees

No.	Title
65	<p><b><u>Corporate Policy Group – Membership</u></b></p> <p>The Mayor of the Council and the Cathaoirleach of each of the five Strategic Policy Committees shall form the Corporate Policy Group which shall meet as often as required under the Chairmanship of the Mayor and shall provide a forum for discussion of policy affecting the whole Council and shall report to Council.</p>
66	<p><b><u>Strategic Policy Committees</u></b></p> <p>The Strategic Policy Committees of the Council shall be in accordance with the Councils adopted Strategic Policy Committee Scheme. The current SPC's are:</p> <ul style="list-style-type: none"> <li>(i) Housing &amp; Social Inclusion</li> <li>(ii) Transport</li> <li>(iii) Planning</li> <li>(iv) Environment, Recreation &amp; Amenity</li> <li>(v) Economic Development Enterprise Support &amp; Culture</li> </ul> <p>Each of the above Strategic Policy Committees (SPCs) shall consist of 12 members, eight members of the Council and four of whom to be nominated by sectoral, community and other interest groups throughout the City of Galway such sectoral, community and other interest groups having first been selected by the Council in accordance with the relevant guidelines.</p> <p>The Strategic Policy Committees shall be appointed as soon as possible after a local election and those appointed shall hold office for the period of the life of the Council appointing them.</p> <p>Four persons shall constitute a quorum, at least one of whom shall be a member of the Council and at least one shall be an external representative.</p>
67	<p><b><u>Appointment of SPC Cathaoirleach</u></b></p> <p>The Council shall appoint a Cathaoirleach to each of the Strategic Policy Committees from among the members of the Council to hold office for the term of the Council. Any change required to the SPC Cathaoirleach, in line with Standing Orders, shall require approval of Council by resolution at a Council Meeting.</p>
68	<p><b><u>Replacement of an SPC Member</u></b></p> <p>Any SPC member who resigns or is otherwise disqualified from membership of a Strategic Policy Committee under the provisions of the LG Act 2001, as amended by the LG Reform Act 2014 shall be replaced as soon as possible, by resolution of the Council. This provision will apply to both elected and non-elected members.</p>

69	<p><b><u>Formation of SPC</u></b></p> <p>The Cathaoirleach and Council members of Strategic Policy Committees shall reflect the proportionality and the distribution of elected representation on the Council; in default of agreement, the Cathaoirleach and Council members of Strategic Policy Committees shall be appointed by the formation of groups pursuant to Paragraph 18 of Schedule 10 of the Act. The provisions of S.48 of the Local Government Act (2001) and S. 41 of the Local Government Reform Act (2014) shall apply.</p>
70	<p><b><u>Membership of Multiple SPC's</u></b></p> <p>A Councillor may be a member of up to 3 Strategic Policy Committees and must be a member of at least 2 Committees.</p>
71	<p><b><u>SPC Functions</u></b></p> <p>It shall be the function of a Strategic Policy Committee to consider matters connected with the formulation, development, monitoring and review of policy which relate to the functions of the Strategic Policy Committees and the Local Authority and to advise the Authority on those matters. It is not the function of the SPC to deal with operational matters.</p>
72	<p><b><u>Frequency of SPC Meetings</u></b></p> <p>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. A schedule of proposed Meetings will be agreed on an annual calendar year cycle reflecting the work programme for the SPC.</p>
73	<p><b><u>SPC Standing Orders</u></b></p> <p>The following Standing Orders shall apply to meetings of Strategic Policy Committee Meetings of the Council:</p> <p>(i) Order of Business</p> <p>The business of the Meeting shall be confined to policy issues and the order of business shall be:</p> <ul style="list-style-type: none"> <li>• Confirmation of minutes of previous meetings</li> <li>• Business submitted by the Cathaoirleach/Officials</li> <li>• Position Papers prepared for consideration by Committee</li> <li>• Items agreed by Committee for inclusion on Agenda</li> </ul> <p>The Agenda for each Meeting shall be made available to all Councillors via the members extranet facility or a hardcopy provided to Councillors where requested.</p> <p>(ii) Minutes</p> <ul style="list-style-type: none"> <li>• Minutes of all Committee Meetings shall contain particulars of the names of the</li> </ul>

	<p>members present, apologies received together with particulars of all recommendations arrived at</p> <ul style="list-style-type: none"> <li>• The minutes of every Committee Meeting shall be signed by the Cathaoirleach following confirmation by the Committee</li> <li>• Items to be raised under "Matters Arising" shall be confined to the accuracy of the minutes</li> </ul>
(iii)	<p>Arrangements for Meetings</p> <ul style="list-style-type: none"> <li>• A minimum of four ordinary meetings will be held each year. Meetings will generally be held at City Hall, College Road, Galway, commencing no later than 3.30 p.m</li> <li>• The Cathaoirleach of the Committee may decide to hold a Special Meeting</li> <li>• A Special Meeting of the Committee shall be called on submission of a request to the Cathaoirleach signed by any four members of the Committee</li> </ul>
(iv)	<p>Notice of Meetings</p> <ul style="list-style-type: none"> <li>• Seven clear days notice shall be given for Ordinary or Special Meetings of the Committee and when possible, there shall be an agreed schedule of Ordinary Meetings</li> </ul>
(v)	<p>Quorum</p> <ul style="list-style-type: none"> <li>• The quorum for meetings of the Committee shall be four persons, comprising a minimum of one elected, and one external representative. If after 15 minutes from the agreed starting time of the meetings, a quorum is not present, the meeting shall stand adjourned to a date to be determined by the Cathaoirleach.</li> </ul>
(vi)	<p>Cathaoirleach</p> <ul style="list-style-type: none"> <li>• At a Meeting of the Committee, the Cathaoirleach shall preside. If the Cathaoirleach is absent, the members of the Committee shall choose a member to preside as Acting-Cathaoirleach. Should the Cathaoirleach arrive during the progress of the meeting he/she shall take the Chair.</li> </ul>
(vii)	<p>Substituted Member</p> <ul style="list-style-type: none"> <li>• The attendance of substitute Council members of Strategic Policy Committee Meetings shall not be permitted, except in the case of long term (enforced) absence with the approval of Council.</li> </ul>
(viii)	<p>Suspension of Standing Orders</p> <ul style="list-style-type: none"> <li>• Standing Orders may at any time, by consent of the majority of the membership of the Committee in attendance, be suspended on a proposal made for the purpose of any relevant business. Prior notice of any such proposal shall be given to the Cathaoirleach.</li> </ul>
(ix)	<p>Interpretation of Standing Orders</p>

	<ul style="list-style-type: none"> <li>• The Cathaoirleach’s ruling on any question of the Standing Orders shall be final.</li> </ul> <p>(x) Rules of Debate</p> <ul style="list-style-type: none"> <li>• Each member of the Committee shall have the right to speak on any Agenda item</li> <li>• The Committee shall, as far as possible, arrive at all decisions and recommendations by consensus</li> <li>• Meetings shall be conducted in a spirit of mutual respect and partnership</li> <li>• The ruling of the Cathaoirleach on any issues or order or debate shall be final</li> </ul> <p>(xi) Attendance of Public and Media.</p> <ul style="list-style-type: none"> <li>• Any right of the public and representatives of the media to attend meeting of the Strategic Policy Committees shall be subject to the rules as set out in Standing Order Number 58 and 59 which relates to attendance of public and media at meetings of the City Council.</li> </ul> <p>(xii) Recommendations</p> <ul style="list-style-type: none"> <li>• Approved Minutes of each Strategic Policy Committee will be circulated to all Councillors through the extranet facility or a hardcopy provided on request and be made available to the public through the internet</li> <li>• Having regard to the advisory role of Strategic Policy Committees, recommendations from a Strategic Policy Committee shall be submitted to Council for approval</li> <li>• Having regard to the advisory role of Strategic Policy Committees, any proposed resolution agreed by a Strategic Policy Committee shall be submitted to Council for consideration and determination by Council.</li> </ul> <p>(xiii) Review of Business</p> <ul style="list-style-type: none"> <li>• Each Strategic Policy Committee shall make provision for the review of its work programme on an on-going basis.</li> </ul> <p>(xiv) Non Attendance of Members</p> <ul style="list-style-type: none"> <li>• Where any member of the Committee is absent, without apology, for 3 consecutive meetings, the Secretary to the SPC, will write to the member and request the attendance of that member at the next meeting. If there remains no subsequent attendance or satisfactory response is agreed by the SPC, then that member shall be deemed disqualified and any consequential filling of that vacancy arising shall then be filled in accordance with Standing Orders.</li> </ul>
74	<p><b><u>Area Committee – Definitions</u></b></p> <p>In these Standing Orders “Area Committee” means each of the three Committees consisting of the Members elected or co-opted for the three Electoral Areas of the administrative City of Galway.</p>