

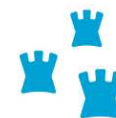
Strategic Policy Committees 2019-2024



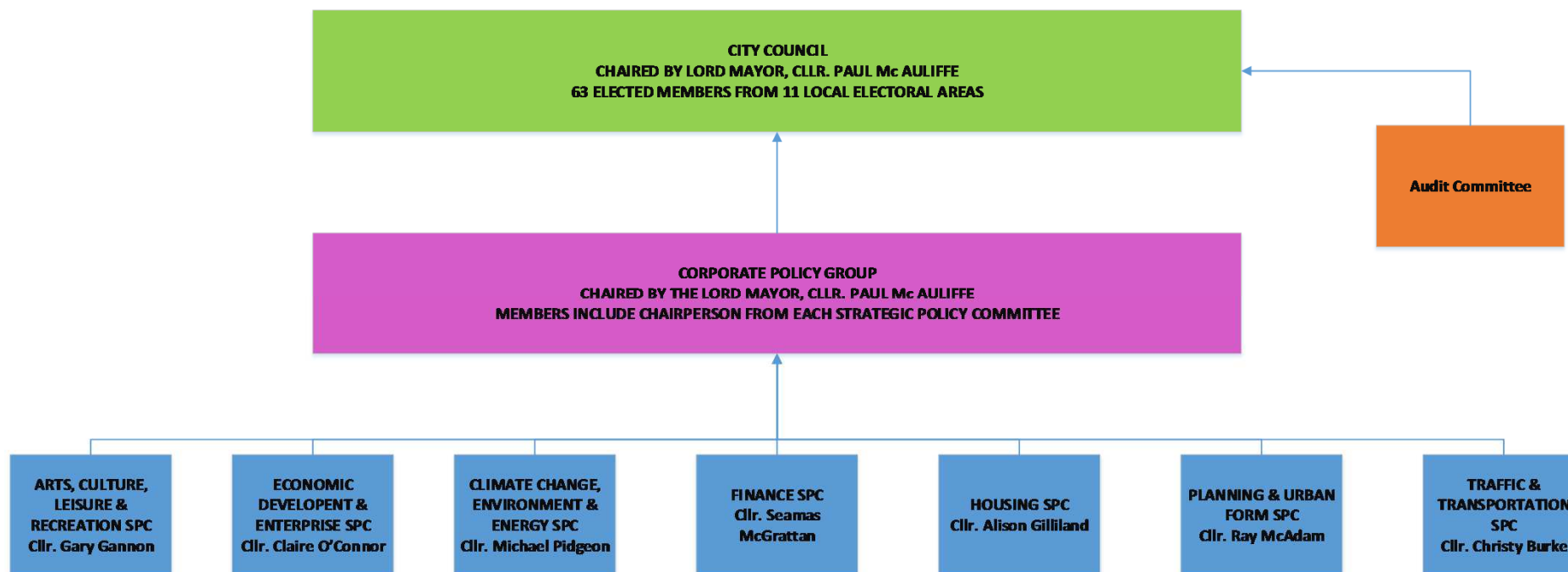
Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

What is an SPC?

- Definition : Committees of the Council whose role is to advise and assist the Council in the formulation, development and review of policy.
- Ensure you are capturing the issues and input of your members



Structure



Ethics

- Ethics & Conflict of Interest
- Code of Conduct applies to all members
- Annual declaration of interest – original required and available for inspection
- SPCs operate under Transparency Code
 - All SPC members names and organisations published on website



Lobbying

- The Lobbying Act applies to SPC meetings (councillors & Senior officials present)
- Does not apply to Sectoral & PPN members at the meeting
- Check if your organisation is registered – may need to return for other activities / meetings
- Relevant external Groups presenting or attending are required to make a lobbying return to SIPO



Meetings

- 4-6 meetings per year
- Venue : Council Chamber
- Live Webcast & Archived
- Standing Orders apply (copy supplied) & Departmental Guidelines on SPCs 2014
- An external member will cease to be a member if absent from 3 consecutive meetings.



Motions

- Each member can submit 1 motion 11 clear days in advance of the meeting (including Saturdays, the day of the meeting & public holidays but not Sundays)
- A motion is a formal proposal by a member that the Council or the specified committee take certain action. Generally, a motion should be phrased in a way to take an action or express an opinion “Calls on the Minister....” that the Council agrees the following: that this Council expresses support for....
- The motion must be strategic – can’t refer to individual cases / operational issues
- Must refer to an issue of significant importance or relevance to the work of the SPC
- Use of “Details supplied” is not permitted
- All motions submitted to be agreed by the Chairperson before inclusion on the agenda
- Emergency Motions are generally not dealt with at SPC meetings



Agenda

- A copy of the agenda is sent to you electronically 5 days in advance of the meeting (**CPG and PPN guidelines specify two weeks – SPCs may need to modify**)
- Media get a copy of the agenda 24 hours later
- Members of the SPC entitled to vote on the issue.
- Other Council members may attend and speak.



Minutes

- Draft minutes of each meeting prepared and **(published on modern.gov as draft)** submitted for confirmation at the next meeting.
- A Breviate is a summary of decisions and recommendations to the city Council

