

## **Standing Orders of the Cork City Local Community Development Committee**

### **Approved at LCDC meeting of 21 July 2014**

These standing orders are compiled in compliance with Regulation 37 of The Local Community Development Committee (Section 128E) Regulations 2014

#### **1 Membership:**

The LCDC is a committee of Cork City Council.

All members have equal standing.

Membership on the board of a body represented on the LCDC is not permitted. (except for the representative nominated by that body)

An employee of any of the bodies represented on the LCDC, is not permitted to remain on the committee.

#### **1.1 The LCDC shall have 17 members set out as follows:**

##### **Public Agencies (8)**

3 Local Authority elected members

Chief Executive of Cork City Council

Head of Local Enterprise

1 representative from the Education & Training Board

1 representative from An Garda Síochána

1 representative from the Health Service Executive

##### **Private sector (9)**

2 persons representing community & voluntary Sector

2 persons representing social inclusion

1 person representing environmental interests

1 representative Cork City Partnership

1 representative IBEC

1 representative Cork Business Association

1 representative ICTU

#### **1.3 Tenure of Office**

The Chief Officer in consultation with the Corporate Policy Group & Chairperson shall review the membership not less than every three years.

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Members representing community & voluntary interests, social inclusion interests, environmental interests, local community interests & social partners shall serve for three years subject to their not serving for more than two consecutive three year terms.

The interim community & voluntary representatives, social inclusion representatives and environmental representative will vacate their membership in June 2015 & will be replaced by members elected at a meeting of the Public Participation Framework.

A member of the Committee shall cease to be such upon their being requested to resign their membership by the chief officer.

### **2 Functions of the LCDC:** (Extracted from the Local Government Reform Act 2014)

128B. (1) The functions of a Committee are—

(a) to prepare and adopt the community elements of every 6 year local economic and community plan concerned in accordance with section 66C and any regulations made, or general policy guidelines issued, by the Minister for the purposes of that section,

(b) to implement, or to arrange for the implementation of, the community elements of the Plan (as the case may be) as made by the local authority in accordance with section 66C(4),

(c) to undertake a review of the community elements of the Plan at least once within the period of 6 calendar years after the Plan was adopted or last amended for the purposes of this paragraph and, if the Committee considers it necessary after any such review—

(i) to amend the community elements of the Plan, or

(ii) to prepare and adopt new community elements of the Plan to be made by the local authority under section 66C, and any such amendment or adoption shall be in accordance with any regulations made, or general policy guidelines issued, by the Minister for that purpose,

(d) to monitor and review on an ongoing basis the implementation of the community elements of the Plan, including performance against any benchmarks or indicators of performance set out in the community elements of the Plan or other relevant indicators and, if the Committee considers appropriate, to revise the actions and strategies set to achieve the objectives of those elements of the Plan,

(e) in furtherance of paragraph (b), to co-ordinate, manage and oversee the implementation of local and community development programmes that have been either—

(i) approved by resolution from time to time for that purpose by the local authority concerned in respect of all or part of its administrative area, or

(ii) agreed for that purpose between the Committee and a public authority, and to ensure that any plans and strategies related to those programmes are implemented in accordance with the community elements of the Plan,

(f) to seek to ensure effectiveness, consistency, co-ordination and avoidance of duplication between the local and community development programmes to which paragraph (e) applies and the functions of the local authority in relation to promoting the interests of local communities or in other related functions under section 66 (as provided for by subsection (2)) or otherwise,

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(g) in addition to those programmes to which paragraphs (e) and (f) apply, to pursue the co-ordination generally of all local and community development programmes within the functional area of the Committee, so as to optimise resources for the benefit of local communities in that area and improve the efficiency with which publicly-funded local and community development resources are used,

(h) to consider and adopt a statement in respect of the economic elements of a draft of the Plan prepared by the local authority in accordance with section 66C, and

(i) not later than 31 March in each year, to prepare, adopt and submit to the local authority a report in relation to the performance of its functions during the year immediately preceding the year in which the report is submitted.

### **3 Meetings**

Meetings will take place in City Hall in so far as possible.

Meetings when arranged should not be cancelled except in exceptional circumstances and following a consultation between the Chief Officer and the Chairperson.

#### **3.1 Notification**

Notification of meetings will be sent or delivered to each committee member, by email as much as possible, giving not less than five days clear notice of the meeting.

Notice will state the date, time & place of the meeting.

Notice of special meeting will be delivered at least three days in advance

Members shall notify the Chief Officer in good time in the event that they are unable to attend a meeting of the committee.

#### **3.2 Attendance**

A record of attendance at meetings shall be maintained by the Chief Officer.

Attendance shall be noted by way of completing the sign in sheet at each meeting.

Alternates for committee members are not permitted.

Where a member is absent from three consecutive meetings without adequate reason, as determined by the chairperson, the Chief Officer shall request that member to resign as a member and seek a replacement from the nominating body.

Non-members may be invited to attend a meeting and speak to a specific agenda item.

#### **3.3 Quorum**

The Quorum for the LCDC shall be 10.

It being 50% of the membership rounded to a whole plus one. Where it is apparent in time that a quorum will not attend the meeting the Chief Officer will notify the members of same, postpone the meeting and reschedule it.

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If a quorum is not present within thirty minutes of the time appointed for the meeting, the meeting will be adjourned to a date to be fixed by the Chief Officer in consultation with the Chairperson.

#### **3.4 Schedule of meetings**

The Chief Officer in consultation with the Chairperson will set the schedule of meetings and present them to the committee from time to time.

#### **3.5 Special meetings**

Special meetings may be called to discuss matters of particular importance to it. Notice must issue at least three days in advance of the meeting.

The chairperson may request the chief officer to call a special meeting.

The chairperson upon a request by not less than two thirds of the members of the committee, rounded to the nearest whole number, shall request the chief officer to convene a special meeting of the committee. If the Chairperson fails to convey such request to the chief officer within 7 days any two thirds of the members may request the Chief Officer to convene the meeting.

#### **3.6 Minutes & Agenda**

The minutes & agenda and shall be circulated to all members not less than three working days in advance of a meeting.

Minutes of all LCDC meetings will be provided by the Chief Officer.

A minute of a meeting should be approved and seconded at the next subsequent meeting. Amendments or corrections may be noted and if necessary the minutes accepted as amended.

The chairperson will sign the confirmed minutes

Appropriate arrangements will be made for safe keeping of the minutes by the Chief Officer.

### **4 Decisions**

All acts of the committee, and all questions under consideration by the committee shall be agreed by a consensus of those present & eligible to vote or where consensus is not reached the vote of a majority of members present and eligible to vote.

Each member present shall have a vote unless prohibited from voting under the regulations or any other enactment.

At decision making level neither public authorities nor any single interest group shall represent more than 49% of the voting rights of the committee. Any vote taken in such a case shall be deemed to be invalid.

Where there is an equality of votes the chair of the meeting may use a casting vote.

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#### **4.1 Resolutions of the LCDC**

A resolution may not be revoked at the meeting at which it has been adopted.

A proposal to revoke or amend a resolution of the LCDC can only be made if submitted in advance for inclusion in the Agenda. The Agenda item shall state the resolution to be revoked or amended and detail the terms of the new proposal to be made.

No such proposal may appear on the Agenda to revoke or amend any resolution of the LCDC within six months of the date of the adoption of such resolution except with the written assent of not less than eleven members of the LCDC.

In order to adopt a proposal to revoke or amend a resolution of the LCDC at least nine or more of the total number of members of the LCDC must vote in favour and subject to any statutory requirements.

#### **4.2 Conflicts of interest**

Where a member has a conflict of interest in relation to a particular item under consideration that member must withdraw from consideration of the item & leave the meeting for the discussion of the item.

### **5 Election of Chairperson and Vice Chairperson**

The chairperson and vice chairperson will be elected from among the members of the committee and the process laid out in the Local Community Development Committee (Section 128E) Regulations 2014. (Appendix 1)

### **6 Disorderly conduct**

If in the opinion of the chairperson, any member of the LCDC has been or is disorderly by persistently disregarding the ruling of the chair, or by behaving irregularly, improperly or offensively, or by otherwise obstructing the business of the meeting, and the Chairperson has conveyed his/her opinion to the members present by naming the member concerned, then the Chairperson, or any member may move "that the member named leave the meeting" and the motion, if seconded, shall be determined without discussion.

Where the LCDC decides in accordance with the above that a member leave a meeting, that member shall immediately leave the meeting and shall not be entitled to speak or to take any further part in that meeting on that day.

Where in the opinion of the Chairperson –

there is general disorder which impedes the orderly transaction of the business, or

where a member against whom it was resolved that he/she leave the meeting by virtue of this paragraph refuses to do so the Chairperson may adjourn the meeting for such period as she /he considers necessary in the interests of order.

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### **7 Sub committees**

The LCDC may establish sub-committees/task groups or other sub-structures to effectively carry out their functions.

A sub-committee or task-group may comprise solely of members of the Committee but also may include persons who are not members of the Committee.

Final decisions on matters referred to sub-committees/task groups is a matter for the LCDC on the recommendation of the Committee/Group with interim reports as required.

Sub committees shall be chaired by a member of the committee.

Any expenditure of monies to be incurred by such a sub-committee or task-group shall be subject to the approval in advance of the Committee.

Sub-structures should be kept to a minimum in order to avoid excessive administration and meeting fatigue.

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### APPENDIX 1

#### **Procedure to be followed to select a Chairperson.**

(Extract from The Local Community Development Committee (Section 128E) Regulations 2014

21. The members of the Committee shall select one of their number to be Chairperson at the first meeting of the Committee.

22. The position of Chairperson of the Committee shall be filled in the following manner—

(1) the proceedings shall begin by a member or members of the Committee being proposed and seconded by other members of the Committee for the position of Chairperson and every person so proposed and seconded, and no other person, shall be considered for the position;

(2) where there is only one person so proposed and seconded, such person shall be deemed to be selected;

(3) where two or more persons are proposed and seconded a poll shall be taken;

(4) if such a poll yields a majority for any one person, that person shall be deemed to be the Chairperson of the Committee;

(5) if such a poll does not yield a majority for any one person, the person receiving the least amount of support shall be excluded from the process and, subject to the provisions of paragraph (4), one or more further polls, as may be necessary, shall be taken;

(6) Paragraphs (4) and (5) shall apply in relation to such further poll or polls;

(7) Where only two persons are proposed and seconded or where, as a result of one or more polls, all those proposed and seconded except two have been eliminated, the question as to which person shall be deemed to be Chairperson shall be put to the members of the Committee present and whichever of such persons receives the majority support of the members on such question shall be deemed to be Chairperson;

(8) If, because of an equality of support, any question arises as to which of such persons is to be eliminated or as to which of such persons shall be the Chairperson, such question shall be decided by the drawing of lots.

23. The Committee shall, immediately following the selection of the Chairperson, select a Vice-Chairperson to the Committee in the same manner as the selection of Chairperson.

24. The Chairperson and Vice-Chairperson shall be appointed for a maximum period of 3 years, whereupon they shall retire as Chairperson or Vice-Chairperson, as the case may be.