



Comhairle Contae Thiobraid Árann
Tipperary County Council



TIPPERARY COUNTY COUNCIL

**Strategic Policy Committee
Scheme 2024-2029**



Contents

1. INTRODUCTION.....	3
2. CORPORATE POLICY GROUP (CPG)	4
3. STRATEGIC POLICY COMMITTEES (SPCS)	5
4. SPC STRUCTURE AND MEMBERSHIP	7
5. SPC MEETINGS AND PROCEDURES	12
6. EXPENSES	13
7. TRAINING	13
8. ASSISTANCE FROM PUBLIC AUTHORITIES	13
9. LOBBYING ACT 2015 – TRANSPARENCY CODE.....	14
10. PROCESS OF ESTABLISHMENT OF SPCS.....	15
APPENDIX 1 - ROLES, RESPONSIBILITIES AND FUNCTIONS OF TCC	16
APPENDIX 2 – SPC FRAMEWORK.....	20
APPENDIX 3 - NOMINATION PROCESS	22
APPENDIX 4 - NATIONAL CONTACT POINTS OF KEY STAKEHOLDERS.....	24
APPENDIX 5 - PRINCIPLES.....	25
APPENDIX 6 - PUBLIC PARTICIPATION NETWORK (PPN) STRUCTURES	27



1. Introduction

Tipperary County Council is responsible for providing a wide range of services and support to a diverse range of customers. Our customers include over 167,895 residents in 70,608 households, 24,000 retired people, 14,000 businesses with over 73,200 employees¹ (54,600 in full-time employment) along with those who visit our county whether for recreation or work.

The Council has clear statutory and service obligations which it carries out on behalf of and for the benefit of the people of Tipperary (refer to Appendix 1). In many areas of local government activity, more in-depth discussion can take place at the committee level rather than at meetings for example. There are 40 Councillors elected to Tipperary County Council across 1 Borough and 4 Municipal Districts as set out in table 1 hereunder:

Borough / Municipal District	No. of Members
Clonmel Borough	6
Carrick-on-Suir MD	5
Tipperary-Cahir-Cashel MD	11
Nenagh MD	9
Thurles MD	9

Following the local elections held in June 2024 Tipperary County Council must establish new SPCs in line with the "*Revised Guidelines for Establishment and Operation of Corporate Policy Groups and Strategic Policy Committees issued in June 2024*". Tipperary County Council, at its Annual Meeting on 21st June 2024, appointed 7 Chairs designate of Strategic Policy Committees as follows:

Strategic Policy Committee Chair Designate
Clr Imelda Goldsboro
Clr Mary Hanna Hourigan
Clr Andy Moloney
Clr Marie Murphy
Clr Jim Ryan
Clr Sean Ryan
Clr Michael Smith

¹ Summary Census Results 2022



2. Corporate Policy Group (CPG)

The statutory basis for Corporate Policy Groups (CPGs) is set out in section 133 of the Local Government Act 2001, as amended by section 48 of the 2014 Act. The CPG provides a forum for policy issues which transcend the remit of individual SPCs and municipal districts. The work of the different SPCs is co-ordinated through the CPG with membership comprising the

- Cathaoirleach;
- Chairpersons of each SPC; and
- Where the municipal district is not already represented, a member of such municipal district (as selected by the municipal district or failing selection, the Cathaoirleach of the municipal district or his or her nominee).

CPG Role

The role of the CPG is to advise and assist the Council, with full decision-making authority remaining with the Council. It is comprised of the Cathaoirleach as its chair, together with the chairs of each of the SPCs and supported by the Chief Executive. The CPG will in linking the work of the different SPCs, provide a forum where policy positions affecting the whole Council can be agreed for submission to the full Council. It should:

- play a key role in preparing the budget;
- provide input to the full council on any matter of general concern to the council either on its initiative or following a request from the council;
- determine responsibility for the discharge of reserved functions as between the municipal district level (or a specific municipal district) and the local authority, where the question of consistency or avoidance of unnecessary duplication is referred to it by the Chief Executive;
- monitor the overall performance of a local authority;
- deal with overall issues concerning service delivery plans, customer service, value for money, etc. (individual SPCs would deal with such issues in their work insofar as their particular service remit was concerned);
- co-ordinate the work of the SPCs and monitor their work programmes;
- request SPCs to consider particular policy issues where appropriate.
- provide feedback to the SPCs on council policy and views in areas relevant to the SPCs.



3. Strategic Policy Committees (SPCs)

The statutory basis for Strategic Policy Committees (SPCs) is set out in section 48 of the Local Government Act 2001, as amended by section 41 of the 2014 Act.

As per Section 48(1) of the 2001 Act, local authorities are required to establish “strategic policy committees to consider matters connected with the formulation, development, monitoring and review of policy which relate to the functions of the local authority and to advise the authority on those matters”.

For the purposes of this scheme, **policy formulation** can be seen as the process by which policy alternatives to address particular local challenges or opportunities are identified and narrowed down.

Policy development can be the process by which a particular policy is to be most effectively implemented: by whom, using what financial and other resources, within what timeframe, with what measurable anticipated outcomes or results, etc.

The **monitoring and review of policy** occur during and after a policy is implemented to evaluate whether the policy objectives are being achieved and the outcome of the policy approach taken.

Every local authority establishes SPCs which are mainly structured around the main Directorates of the Council and which bring together both elected members, and people actively working with social, economic, cultural and environmental bodies to develop and review policies related to council services.

SPC's and the Council

The Council is, and remains, the decision-making authority and the task of the SPCs is to advise and assist the Council in its work in the formulation, development and review of policy concerning functions of a strategic nature reserved to the Elected Members of the County Council, subject to the relevant statutory framework.

Role of the SPCs

A key role for SPCs will be to take a strategic overview of relevant policy areas in the wider context. Accordingly:

- Each SPC will agree on its annual programme, linked to the strategic policies in the Council's Corporate Plan.
- SPC chairs will report to the Council on the proceedings of the Committee.



- Each SPC's work will take account of the Council's overall corporate policy and objectives, comply with statutory provisions, integrate with statutory plans where relevant, and link realistically to financial resources.
- Each SPC may decide on appropriate consultative arrangements, having regard to statutory provision, the interests already represented on the SPC and any guidelines provided by the Council.
- The Corporate Policy Group (CPG) should co-ordinate the work and monitor the work programmes of the SPCs.

The SPCs thus provide elected members 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 them with a better focus and enhanced capacity for involvement in policy formulation, review and evaluation, with inbuilt assistance of relevant sectoral interests and the support of a Director of Services.

SPCs prepare the groundwork for policies which are then decided on by the local authority, including as appropriate at the municipal district level. Accordingly, local sectoral interests, including the trade union, farming, environmental and community/voluntary sectors, along with the business community, constitute one-third of the membership of SPCs.

The success of the SPCs is crucially dependent on the active involvement of councillors and on a positive mindset from all involved – councillors, sectoral representatives, Chief Executives, directors and staff – that are focused on the strategic role of SPCs.

The work of the SPC chair and Director of Services is of critical importance.



4. SPC Structure and Membership

A new draft scheme has been prepared, which provides for the proposed number, policy configuration, the numbers and functions of each SPC and an outline framework for sectoral representation on the 7 SPCs which the Council propose to establish, namely:

1. Economic Development and Enterprise
2. Housing
3. Infrastructure (to include Roads and Transportation)
4. Planning and Emergency Services
5. Environment and Climate Action
6. Social Inclusion, Community & Rural Development
7. Libraries and Cultural Services / Biodiversity

The following factors have been considered in determining the overall framework of the SPCs for the Council:

- the total number of elected members on the council;
- the range of sectoral and other interests to be represented, including facilitating a reasonable spread of interests;
- the desirability of allowing adequate opportunity for participation by councillors and sectoral interests;
- the organisational arrangement of service groupings within the authority and the remit envisaged for each SPC;
- the need to ensure that the organisational and financial resources of the particular local authority are not over-stretched; and
- Integration with other meeting requirements and committee structures and ensuring streamlined procedures generally.

The proposed change in the configuration is also informed by a number of considerations including:

- Experience in the operation of SPCs within the last 5 years and the incompatibility of some work streams within the same SPC.
- The inclusion of an additional SPC to reflect current local and national priorities with particular reference to social inclusion and integration within our urban & rural communities.



- The clustering and full alignment of the work of the Council's Cultural Team with Heritage & Biodiversity and Library Services.

Seven (7) Strategic Policy Committees are proposed as follows:

Strategic Policy Committee's	Elected Members	Sectoral Interests	Total
Economic Development and Enterprise	12	8	20
Housing	10	7	17
Infrastructure (to include Roads, Transportation)	10	7	17
Planning and Emergency Services	10	6	16
Environment and Climate Action	10	6	16
Social Inclusion, Community & Rural Development	10	6	16
Library Services & Culture/Biodiversity	10	6	16
	72	46	118

Each SPC shall consist of at least 10 Elected Members and 6 sectoral interest nominees and 1 Councillor shall sit on at least 1 S.P.C.

The revised SPC configuration will be constituted on the basis as set out in **Appendix 2** to this scheme and will have as a minimum a total membership of 16 (16). Chairpersons will be appointed for a minimum period of 3 years and the overall spread of SPC Chairs must, in accordance with the guidelines, reflect the political representational spread on the full Council.

Membership of the SPCs (both Councillors and Sectoral Representatives) shall be for the lifetime of the Council. Casual vacancies which arise will be filled by the sector involved. Nominating bodies may also de-select their nominees.

The SPC chairs have a pivotal role in ensuring the success of CPGs and SPCs.

In that context, to facilitate the smooth and effective operation of the SPCs and the CPG, local authorities should ensure that SPC Chairs are selected on the basis that:

- they have an interest in the work of the SPCs,
- they are fully aware of the leadership role of SPC Chairs, and
- they appreciate the need to work with the relevant Director of Service



Sectoral Representation

The following Sectors will provide representation on SPC Committees, where appropriate:

- Agriculture / Farming;
- Environment / Conservation;
- Development / Construction;
- Business/commercial;
- Trade Union;
- Community / Voluntary;
- Social inclusion;

Sectors to be asked to bear in mind the objective of achieving a 40% gender balance in the making of appointments, as well as the need to foster social inclusiveness and equality when selecting their representatives.

The following principles should be respected by each sector in the selection of groups and associations for their particular sector including those being facilitated by the national pillars.

- Groups/associations should be active in the area or an area of the authority and have a county-wide impact or, at a minimum, relevance in a locality or number of localities in the area.
- Groups/associations should be open to new members, hold AGMs and regular meetings, and should be broadly representative and accountable.
- Single interest groups should be eligible, e.g. campaign groups focused on the disabled or elderly. Single-issue groups should not be considered for inclusion in the sectors.
- State and Local Development Agencies should not be included as nominating bodies to the sectors and should not be represented on an SPC. However, sectors may nominate persons from a local development agency to sit on an SPC.



TCC SPC Sectoral Representation 2024 – 2029							
Strategic Policy Committee	Economic Development & Enterprise	Housing	Infrastructure (to include Roads & Transportation)	Planning and Emergency Services	Environment and Climate Action	Social Inclusion, Community & Rural Development	Library Services, Culture & Biodiversity
Agriculture / Farming	1	-	1	1	1	1	1
Environment / Conservation	1	1	1	1	1	1	1
Development / Construction	1	1	1	1	-		-
Business / Commercial & Tourism (to include TUS & TTCU)	4	1	1	1	1	1	1
Trade Union		1	1	-	-	-	-
Community / Voluntary	1	2	1	1	2	2	2
Social Inclusion		1	1	1	1	1	1
Total	8	7	7	6	6	6	6



The Nomination Process

The nomination process for the national pillar organisations (Appendix 3 refers) will be as follows –:

- The agricultural/ farming sector will be facilitated by the farming and agricultural organisations pillar,
- The business/ commercial and development/ construction sectors will be facilitated by the business and employers' organisations pillar.
- The trade union sector will be facilitated by the trade union pillar.

Concerning the

- Environmental / Conservation sector
- Community / voluntary sector and
- Social inclusion sector

Nominations will be determined based on the local nomination process through the Public Participation Network (PPN) – refer to Appendix 5. Member Organisations when joining the PPN at a county level must opt to be a part of one of three electoral colleges within the PPN:

- Environment
- Social Inclusion
- Community and Voluntary

To join the Environment Electoral College an organisation's primary objectives and activities must be environmental (i.e. ecological) protection and/or environmental sustainability. Membership of this Electoral College will be validated by the environmental pillar at a national level.

To join the Social Inclusion Electoral College an organisation's primary objectives and activities must focus on social inclusion/ social justice/ equality. Organisations whose primary objectives are other than those listed above will be members of the Community and Voluntary Electoral College.

The Council will provide sufficient time, information and facilities to the PPN, if required, to enable the nomination of representatives. Following the adoption of the SPC Scheme by the Council, each Sector will be given 1 month in which to provide details of their nominations to the Council.



5. SPC Meetings and Procedures

The SPC chair and relevant Director of Service should meet well in advance of an SPC meeting to clarify the agenda for the forthcoming meeting and to agree on objectives and what they would like as expected outcomes.

Meeting at an early stage is very important and should take place at the start of the local authority term/beginning of each year, as appropriate. Each SPC shall have an annual work programme linked to the local authority's Corporate Plan, which should target policy/plan developments and include such reviews as are considered appropriate.

In addition, the local authority should involve, as far as possible, all members of SPCs in drawing up the agenda, and they should return their views in a timely manner.

A calendar of SPC meetings should be agreed upon at the start of each year. Meetings of SPCs should generally be held a minimum of twice yearly at suitable times for all SPC members. However, each SPC may choose to meet with a greater frequency, depending on the demands of their work. Meetings shall be conducted in an informal but efficient manner at venues and times to be decided annually in advance by the committee.

The SPC meeting calendar should be structured in such a way as to fit in with policy-making timeframes, including statutory timeframes, to allow SPCs to perform their role in supporting the plenary council's policy-making as fully as possible. From this perspective, the timing and sequencing of meetings can be essential to strengthening the impact of SPCs' work.

SPC meetings should be conducted in a much less rigid and formal way than full council meetings to create an informal and collaborative atmosphere that would allow honest views and opinions on policy issues. To facilitate this, local authorities should survey SPC members to get their views on how to improve participation at meetings and consider making use of the principles set out in the **Guide for Inclusive Community Engagement in Local Planning and Decision Making**, published by the Department of Rural and Community Development in 2023.

External nominees should be familiar with the subject area of their committees. Where agreement is reached on recommendations of an SPC to the full Council the Chairperson of the SPC or his/her nominee shall present the recommendation to the full Council. The outcome of the Council's considerations of the SPC's recommendation should likewise be reported back to the SPC and Sectoral Representatives should also report to their relevant bodies.



Requirement to have Regard to the Regional Spatial & Economic Strategy

There is a requirement on each SPC to have regard to the Regional Spatial and Economic Strategies (RSES) prepared by the Regional Assembly

Ethics Framework

The ethical requirement of Section 177 of the Local Government Act 2001 shall apply to all members of SPC (Disclosure by a member of pecuniary or any other beneficial interests).

6. Expenses

The local authority will pay travel expenses to the PPN nominees to facilitate their participation in the SPC process.

7. Training

Tipperary County Council will make provision for the training of members of the SPC's, which include: -

- Briefings on the role and functions of local government and SPCs.
- Policy workshops to cover the various areas within the remit of the SPCs to develop their policy role.
- Skills-orientated training e.g. Effective meeting skills, Policy Development/research and facilitation skills.

8. Assistance from Public Authorities

Section 48(3A) of the 2001 Act (inserted by Section 41(d) of the 2014 Act) empowers an SPC to seek the attendance of public authorities at a meeting to assist it in developing policy.

A request to a public authority to attend a meeting of an SPC should –

- set out the issue on which advice is being sought, including providing any policy papers of the local authority, or draft policy papers, and the linkages to the policy responsibility of the public authority and
- provide at least one month's notice, or a shorter interval if mutually agreed.

The Act provides for the public authority to assist the SPC in the formulation of its policy by the SPC. The purpose of the provision is to give an additional resource in formulating policy and to strengthen linkages between local authorities and public bodies with wider responsibilities in the sectoral area in



which the SPC operates. The invitation to attend a meeting of an SPC cannot be used to query the public authority in the performance of its functions or duties.

9. Lobbying Act 2015 – Transparency Code

The Regulation of Lobbying Act 2015 (the Act) is designed to provide information to the public regarding who is lobbying whom about what. Individuals and organisations who participate in Strategic Policy Committees established by local authorities may have obligations under the Act.

A critical element of public policy formulation by the Strategic Policy Committees is the availability to the local authorities of expertise, skills and knowledge from persons outside of the public service. Where membership of the Committee comprises of at least one person who, for the purposes of the Act is a Designated Public Official, it may be the case that communications within the group could be considered lobbying communications. The person making these communications may be required to register as a lobbyist and to submit a return of this communication to the Lobbying Register.

However, the Act provides for an exception from the requirement to register in such cases once specified transparency criteria have been put in place. A transparency code was published by the Minister for Finance and Public Expenditure and Reform to address this situation. Communications between members of the Strategic Policy Committee about the work of the Committee would be exempt where the group in question complies with the Transparency Code.



10. Process of Establishment of SPCs

Sequence of Events	Timescale
Draft Scheme consultation with CPG and Plenary Council	July 2024
Advertise / Publicise / Circulate Draft Scheme	July-August 2024
Submissions Deadline	End of August 2024
Council to consider submissions on Draft Scheme	September 2024
Adoption of the Scheme with/without amendments at Council Meeting	September 2024
Council to write to National Pillars and PPN seeking nominations	September 2024
Nominations confirmed from each of the sectors at Council Meeting	October 2024
First Meeting of SPC	Q4 2024



Appendix 1 - Roles, Responsibilities and Functions of TCC

Tipperary County Council (TCC), as the Local Authority for Tipperary, provides an extensive range of infrastructural services for a population of some 167,895 (census 2022) in an area covering 4,282 sq. km, and plays an active role in the development of the county's industry, business, social, arts, heritage and cultural affairs. It also functions as the regulatory body for certain matters at local level.

Tipperary County Council performs both a representational and an operational role because the Irish system of Local Government encompasses both democratic representation and public administration.

Delivery of services within the County is the Collective responsibility of the elected members and the Executive;

The Representational role is performed directly by the elected members of the Council, which gives them the authority and legitimacy to speak and act on behalf of their communities;

- Tipperary County Council has 40 elected members from 5 Municipal Districts within the county
- The Cathaoirleach is elected from the membership of the Council, at the statutory Annual Meeting of the Council which is held in May/June of each year.
- The wide range of functions performed by the elected representatives, called 'reserved functions', lay down the framework of policy under which the Chief Executive operates.
- Such functions include;
 - the adoption of all major policy and operational programmes including
 - the County Development Plan,
 - the Annual Budget,
 - The Corporate Plan,
 - the setting of commercial rates (ARV) and varying the rate of Local Property Tax;
 - Making of bye-laws;
- The Council makes its decisions by "Resolution" at its meetings.

The Operational Role of Tipperary County Council is performed by the Chief Executive and his staff but day-to-day operational decisions called 'Executive functions' are a matter for the Council Executive but must have regard to the policy direction determined by the elected members; typically executive decisions include;



- all staff matters,
- planning decisions,
- housing allocations,
- budgetary controls, and
- asset management;

The Chief Executive makes his decisions by written “Chief Executive Order” and in making his decisions, must act in a way that is consistent with the policy which has been established by the elected members.

Tipperary County Council has 4 main roles:

- Service Provider
- Provider/facilitator of infrastructure
- Regulator
- Facilitator of economic and community development

Services are provided by Tipperary County Council under the following eight programme groups:

1. Housing and Building
2. Roads and Transportation
3. Water Services
4. Planning and Development
5. Environmental Protection
6. Recreation and Amenity
7. Agriculture, Education, Health and Welfare
8. Miscellaneous Services

The Council is responsible for the direct provision of services such as:

- Social Housing, direct provision & loans/grants
- Parks, Libraries, Swimming Pools, Arts and Cultural Facilities
- Delivery of infrastructure projects such as Roads and community facilities;
- Fire & Emergency Services
- Cemeteries
- Public Lighting, Public Realm and Public Conveniences



- Traffic Management
- Water Supply and Maintenance (under a Service Level Agreement with Irish Water)

Regulatory role

- Planning Policy and Control of Development; enforcement, unfinished housing developments and dangerous buildings;
- Environmental Functions (water, wastewater and waste)
- Heritage (built and natural)
- Casual Trading
- Control of Horses and Dogs
- Control of intoxicating Liquor
- Dangerous Buildings and Places
- Parking
- Waste Management and Anti-Pollution Enforcement

Facilitate the economic and community development of the county by working in collaboration with a variety of agencies and organisations – IDA, Business organisations such as the Chambers of Commerce in relation to retaining and attracting businesses;

- Economic Development
- Environment improvement initiatives
- Major Emergencies
- Sports and Leisure
- Transportation

In areas of social inclusion, policing, sports, arts and culture, we work in partnership with a variety of community and voluntary organisations;

In addition to the foregoing, the following Corporate Support services are provided which facilitate the delivery of all our activities and services:

- Customer Care
- Corporate Communications
- Council Secretarial Services
- Facilities Management



- Financial Services
- Health and Safety
- Human Resource Management
- Information Technology Services
- Property Management

Financing of these services

The Expenditure of Tipperary County Council on provision of services can be classified under two headings:

a) Revenue (or Current) Expenditure – i.e. day to day provision of services e.g. housing maintenance, roads maintenance etc.

The main sources of funding for this expenditure are:

- Government Grants and subsidies
- Commercial Rates
- Goods and Services (e.g. Housing Rents, Housing Loan Repayments, fees and charges for services etc.)

b) Capital Expenditure – i.e. expenditure on creating assets e.g. house building, major road improvement works etc.

The main sources of funding for this expenditure are:

- Capital Grants from Central Government
- Borrowing
- EU Funding
- Other Capital Receipts e.g. Sale of Lands.

How the operations of the Local Authority are regulated

The operations of Local Authorities are regulated by:

- E.U. Directives
- National Legislation
- Local Legislation i.e. Bye Laws
- Adopted Policies of the Council

In addition, a range of rules, procedures and guidelines are used by the Local Authority in making its decisions, determinations and recommendations under the many schemes operated by it.



APPENDIX 2 – SPC Framework

The overall configuration of the Tipperary Strategic Policy Scheme is as follows: -

SPC	Cllrs	External Sectors	Sectoral Interests	Total	
Economic Development and Enterprise Responsible for policy concerning: <ul style="list-style-type: none"> • Economic development • Enterprise • Tourism • Broadband / Digital 	12	8	Agriculture/Farming	1	20
			Business/Commercial and Tourism (to include Rep from TUS & TTCU)	4	
			Development / Construction	1	
			Public Participation Network	2	
			<ul style="list-style-type: none"> • Environmental/Conservation (1) • Community/Voluntary (1) 		
Housing Responsible for policy concerning: <ul style="list-style-type: none"> • Housing • Ukrainian Services 	10	7	Development/Construction	1	17
			Business Commercial	1	
			Trade Union	1	
			Public Participation Network	4	
			<ul style="list-style-type: none"> • Environmental/Conservation (1) • Community/Voluntary (2) • Social Inclusion (1) 		
Infrastructure (to include Roads & Transportation) Responsible for policy concerning: <ul style="list-style-type: none"> • Roads • Transportation • Active Travel 	10	7	Agriculture/Farming	1	17
			Business / Commercial	1	
			Development/Construction	1	
			Trade Union	1	
			Public Participation Network	3	
			<ul style="list-style-type: none"> • Environmental/Conservation (1) • Community/Voluntary (1) • Social Inclusion (1) 		
Planning and Emergency Services	10	6	Agriculture and Farming	1	16
			Business / Commercial	1	



Responsible for policy concerning:			Development / Construction	1	
<ul style="list-style-type: none"> • Planning • Fire • Major Emergency 			Public Participation Network*	3	
			<ul style="list-style-type: none"> • Environmental/Conservation (1) • Community/Voluntary (1) • Social Inclusion (1) 		
Environment and Climate Action	10	6	Agricultural/Farming	1	16
Responsible for policy concerning:			Business / Commercial	1	
<ul style="list-style-type: none"> • Environment • Climate Action • Rural Water 			Public Participation Network*	4	
			<ul style="list-style-type: none"> • Environmental/Conservation (1) • Community/Voluntary (2) • Social Inclusion (1) 		
Social Inclusion, Community & Rural Development	10	6	Agriculture/Farming	1	16
Responsible for policy concerning:			Business Commercial	1	
<ul style="list-style-type: none"> • Social Inclusion • Integration • Community & Rural Development 			Public Participation Network	4	
			<ul style="list-style-type: none"> • Environmental/Conservation (1) • Community/Voluntary (2) • Social Inclusion (1) 		
Library Services, Cultural & Biodiversity Services	10	6	Agriculture/Farming	1	16
Responsible for policy concerning:			Business Commercial	1	
<ul style="list-style-type: none"> • Libraries • Museums • Heritage / Biodiversity 			Public Participation Network	4	
			<ul style="list-style-type: none"> • Environmental/Conservation (1) • Community/Voluntary (2) • Social Inclusion (1) 		
Total	72	46			118
Note: * Concerning the Environment and Planning SPCs, the primary objectives/interests of at least 1 of the nominees should be environmental protection and/or environmental sustainability, and said nominees do not necessarily need to be selected from the Environmental College Pillar.					



APPENDIX 3 - Nomination Process

The nomination process for the External Sectors is specified below. All the specified contact points will be invited to submit their nominee(s) to the Strategic Policy Committees by the end of September 2024. If any of the designated contact points fails to nominate their representative(s) by the deadline, Tipperary County Council will draw lots from the bodies approved for the specific external sector to decide on the nominee from that sector. Tipperary County Council will approve the new members of the Strategic Policy Committees at its October meeting at the latest.

Nomination Process by Local Bodies

The Public Partnership Network (PPN) is to be developed in each local authority area (engaging in and within municipal districts and at the County/City level) to enable the public to take an active formal role in relevant policy-making and oversight committees of the Local Authority.

The PPN will be the main link through which the local authority connects with the community, voluntary, and environmental sectors without prejudice to other consultation processes. The aim of the structures (**Appendix 6**) and processes is to facilitate and enable the public and organisations to articulate a diverse range of views and interests within the local government system, not to reduce or homogenise this diversity. The forum is open to membership to groups in the county who are dealing with local needs in a range of areas – economic, social, cultural, environmental, etc. For the purpose of this structured public participation within local government, individuals may join an existing group or organisation or they can establish an interest group or organisation and register it with the PPN. Member organisations when joining the PPN at a county level must opt to be a part of one of three electoral colleges within the PPN:

- Environment
- Social Inclusion
- Community and Voluntary

The Public Participation Networks must operate in a manner that recognises that the sectors are broad and made up of people with many different opinions. It is not expected that the Public Participation Networks will come up with a 'one voice response' but that it will feed back the issues and suggestions raised by a broad range of environmental, community and & voluntary groups. It is recognised that where contradictory responses are presented to the local



authority, the ultimate responsibility for resolving these in the finalisation of policies will rest with the elected members.

To join the Environment Electoral College, an organisation's primary objectives and activities must be environmental (i.e. ecological) protection and/or environmental sustainability.

To join the Social Inclusion Electoral College an organisation's primary objectives and activities must focus on social inclusion/social justice/equality.

Organisations whose primary objectives are other than those listed above will be members of the Community and Voluntary Electoral College.

In the interests of equity and transparency, the selected members should be representative of local organisations active in the county, because it is the local perspective of the representative pillars that the members would be expected to bring to the SPC's.

Nomination Process by National Pillars

As laid down in the Strategic Policy Committee Guidelines, representation from the National Pillars will be arranged as follows:

- Farming Pillar – Agricultural/Farming
- Business and Employers Pillar – Development, Construction, Business, Commercial
- Trade Union Pillar – Trade Union.



APPENDIX 4 - National Contact Points of Key Stakeholders

Pillar	Name and Address	Telephone and e-mail
Farming	Irish Farmers Association (IFA) Irish Farm Centre Bluebell Dublin 12	info@ifa.ie
Business	Chambers Ireland 22-24 Lower Mount Street Dublin 2	info@chambers.ie
Trade Unions	Deirdre Mannion	01-889 7726
	Irish Congress of Trade Unions (ICTU) Head Office 31-32 Parnell Square Dublin 1	deirdre.mannion@ictu.ie
Environment	Irish Environmental Network Macro Community Resource Centre 1 Green Street Dublin 7	01 878 0116 office@ien.ie



APPENDIX 5 - Principles

The following principles apply to:

(a) Appointment of Tipperary County Council Members

- i. Each Member of Tipperary County Council shall, as a matter of equity and good practice, have the opportunity to serve on an SPC.
- ii. Council Members may not be nominated to represent sectoral interests.
- iii. SPC Membership for Council Members shall be for the lifetime of the Council. A person ceasing to be a Member shall automatically cease membership of the SPC.
- iv. Council Members shall not serve on more than two SPCs insofar as possible, again for reasons of equity and good practice and workload.
- v. SPC Council membership shall reflect the proportionality and the local distribution of elected representation on the County Council.
- vi. The Chairs of the SPCs shall be appointed by the County Council from the Council Member appointees to the SPC for a minimum period of 3 years.
- vii. The allocation of the SPC chairs shall also reflect equitably the spread of elected representation on the County Council.

b) Appointment of Sectoral Interests

- i. Nominees shall be active within the area of the local authority and have a County-wide impact or, at minimum, relevance in a locality or number of localities in the area.
- ii. Where appropriate nominating groups/associations must be open to new members, hold AGMs and regular meetings, and should be broadly representative and accountable.
- iii. Nominating groups should also consider nominees from single interest groups where appropriate.
- iv. Local Development Agencies represented at Strategy Group/LCDC level shall not be represented on an SPC.
- v. Each sector shall select its own nominee(s). The nomination of sectoral representatives is the sole responsibility of each particular sector.



- vi. It is desirable that sectoral nominees would retain membership of the SPC for the life of the Council. It is open to each nominating sector to deselect its nominee, if felt necessary, and to notify the Council accordingly whereupon the person would cease to be a member. In such cases the relevant sector shall nominate a new representative.

DRAFT



APPENDIX 6 - Public Participation Network (PPN) Structures

Outline of structure

The Public Participation Network (PPN) will be organised:

- At County/City level
- At Municipal District level

Each PPN will have:

- A County/City Plenary at County/City level which deals with county/city level issues
- A Municipal District Plenary in each Municipal District which deals with issues at a municipal level
- Linkage Groups which deal with specific issues
- A secretariat at county/City level that is a facilitation and communication mechanism.

Details on these structures are provided below.

Municipal District Public Participation Network (PPN)

Under the Local Government Reform Act 2014, each county is divided into Municipal Districts. Each Municipal District will have a Public Participation Network (PPN). This is made up of community, voluntary and environmental organisations within the Municipal District. These organisations work together on agreed objectives based on promoting the well-being of this and future generations. Where the local authority would find operation of the Network as sub-Municipal District level advantageous, this can be provided for.

Municipal District Plenary

The Plenary is the ruling body of the Municipal District PPN and is made up of all registered community, environmental and voluntary organisations in the District.

Each Member Organisation will have one vote. They may select two people to represent them on Plenary of the Municipal District PPN. One of these people will be the main *Representative* and the other the *Alternate*.

The plenary of each Municipal District PPN will meet formally at least twice a year. The initial meeting in year one will be convened by the County/City Council after which the Municipal District PPN makes its own arrangements.



Each Municipal District PPN will commence its work by going through a process to set out what it considers necessary to promote well-being for present and future generations.

The PPN in each Municipal District has the freedom to engage as it sees fit in whatever way it wishes to promote local development and in this way it can harness local capacity and strengthen local development in a very real manner.

The Plenary of each Municipal District PPN nominates one person to the Secretariat for the County/City PPN.

Member organisations of the Municipal District PPN may also be members of the City/County PPN.

In order for the Network to work effectively, it is recommended that there is one County Register for all environmental, voluntary and social inclusion groups, a copy of which will be maintained by the local authority in accordance with Section 128 of the Local Government Act 2001.

All groups must be registered by an agreed date in any given year, in order to have voting rights in the following year.

Network registration forms should be completed annually by organisations in the Public Participation Networks (PPN).

County/City PPN:

All registered organisations in the County/City are members of the County/City PPN. The PPN will be the main channel through which people will be selected to participate in various processes of the County/City Councils and their Boards/Committees.

Participants will be chosen by the PPN and should not be rejected by the County Council or any of its structures. Likewise, the Council or its structures should not bypass the PPN in choosing representatives from the social inclusion, environmental or voluntary sectors to sit on any of its Boards/Committees.

County/City Plenary

At a county level the Plenary is the ruling body of the PPN



Member organisations are represented on the Plenary of the County/City PPN.

The County/City PPN Plenary will meet formally at least twice a year. The first meeting in year 1 will be organised by the Local Authority after which the County/City PPN Plenary will make its own arrangements.

Each Member Organisation will have one vote. They may select two people to represent them on the Plenary. One of these people will be the main *Representative* and the other the *Alternate*.

A Plenary Meeting shall be deemed a valid meeting if at least 15% of the Member Organisations are represented and also only if at least 4 of those present are members of the Secretariat. There must also be an automatic and guaranteed 21 days' notice of the meeting.

Secretariat

Each City/County PPN will have a Secretariat whose role is to

- Facilitate the implementation of the decisions of the Plenary
- Ensure the proper functioning of the PPN in between Plenaries
- Coordinate activities of PPN
- Communicate extensively and regularly with all PPN members and in this process disseminate information concerning all PPN activities as widely as possible
- Manage the resource worker who will be provided to PPN at a county level to enable them in delivering their objectives

The Secretariat will meet at least four times a year.

The Secretariat will be made up of:

- one representative nominated from each of the Municipal District PPNs
- An equal number of representatives from each of the electoral colleges of the PPN, i.e. Community, Social Inclusion, and Environment. The minimum should be two from each.

The Secretariat should be provided with an office and have a resource worker. There should be provision for agenda-setting, including of matters of importance to the local authority.

Linkage Groups



The Linkage Group mechanism is central to ensuring that:

- All member organisations are enabled to participate in shaping the decisions that affect them that are being developed by any structure of the County/City Council.
- All member organisations play a direct role in choosing their participants in County/City Council structures addressing particular issues.
- The views of all those involved will be communicated within the relevant County/City structure.
- All member organisations will be fully up to date with developments in all of these County/City structures.

This is how the Linkage Groups work.

1. When the County/City Council has public participant seats to fill on any of its committees/structures it will notify the PPN Secretariat and ask that the representatives to fill these seats be chosen by the PPN.
2. The Secretariat will then
 - Notify ALL member organisations in the County/City of this situation, and
 - Arrange a time and place for a meeting of all those organisations with an interest/involvement in the issue(s) being addressed by the particular body or, in the case of places representing particular interests of communities, those organisations which fit the relevant criteria. **This group will constitute a PPN 'Linkage Group' for this particular body and the topic(s) being addressed.**
 - The Linkage Group will choose their representative(s) for the body.
 - The person(s) chosen to represent the PPN in such bodies will meet their Linkage Group regularly.
 - The Linkage Group should operate as their reference group on the issues arising.
 - They will report back to the Linkage Group after every meeting.
 - They will take direction from the Linkage Group on the positions they are to take on particular issues.

Each representative taking up such a position for the PPN must

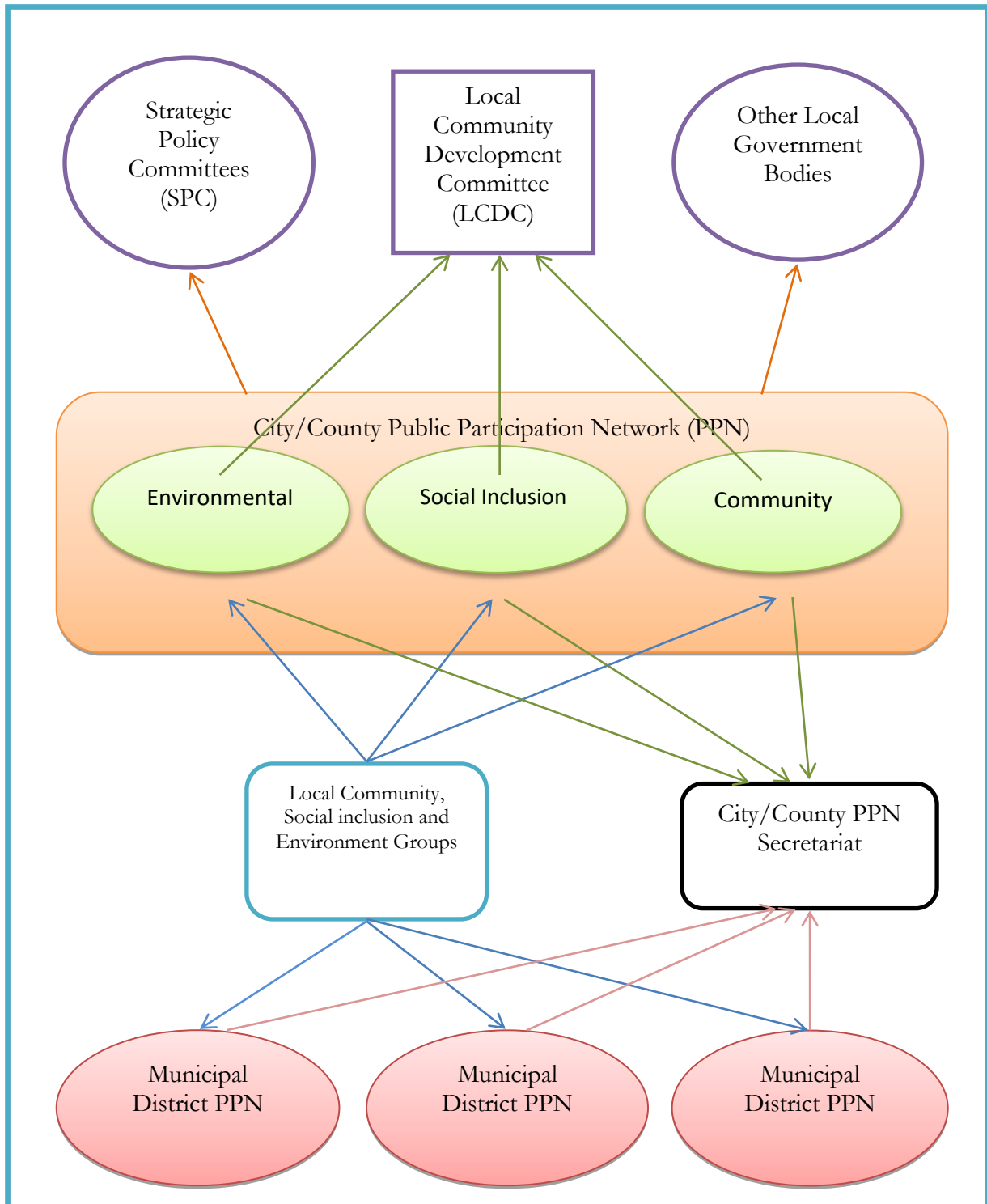
- Represent the views of all the members of the Linkage Group and not just those of their own organisation.
- Abide by the communications protocols set out above.



The Diagram overleaf shows the relationship between the Public Participation Network Structures and Local Government Bodies - The arrows indicate nominating rights of the different bodies. This is just an example as there are five Municipal Districts in Tipperary:

- Carrick-on-Suir MD
- Clonmel Borough District
- Nenagh MD
- Thurles MD
- Tipperary-Cahir-Cashel MD

DRAFT





Comhairle Contae Thiobraid Árann
Tipperary County Council

Tipperary County
Council,
Civic Offices,
Limerick Road,
Nenagh,
Co. Tipperary

Tipperary County
Council,
Civic Offices,
Emmet Street,
Clonmel,
Co. Tipperary

t 0818 06 5000
e secretary@tipperarycoco.ie
www.tipperarycoco.ie

