



Comhairle Cathrach & Contae Phort Láirge Waterford City & County Council

DRAFT STRATEGIC POLICY COMMITTEE SCHEME 2024 - 2029

Draft Scheme was advertised in the Munster Express and Dungarvan Leader newspapers in the week of the 15th July 2024.

Submission period was from the 17th July 2024 to 21st August 2024.

Submissions were received as follows:

1. Healthy Ireland Local Government
2. Maria Marija
3. James Farnan
4. Irish Environmental Network
5. Martin and Joanne O'Sullivan
6. Comhlucht Forbatha na nDéise
7. Frank Nolan
8. Public Participation Network (PPN)
9. Construction Industry Federation (CIF)
10. John & Anne Murphy
11. Conradh na Gaeilge
12. Susan Gallagher

Report and recommendations to CPG for consideration at their meeting on the 4th September 2024.

	PROPOSAL	RECOMMENDATION
1. Healthy Ireland Local Government	Integrated focus of wellbeing across all committees, develop policies that enhance overall quality of life and have an understanding of community needs	Noted and agreed
	Linkage of the SPC Schemes with the whole of Government National Wellbeing Framework focusing on quality of life and place based outcomes	Noted and agreed
	Align SPC activity with the United Nations Sustainable Development Goals	Noted and agreed
	Create a feedback mechanism for input by the local wellbeing structures into relevant SPC policies	Noted and agreed
	Provide training to SPC members on importance of wellbeing and methods of integrating into policy making	Will be included in training programme for all SPC members
2. Marina Marija	Recommendation for inclusion of access to public transport as part of planning permissions for new housing estates	Will be referred to the Planning and Culture SPC once established
3. James Farnan	Inclusion of demographics of city and county in scheme	Noted and agreed
	Training plan for members of new SPC committees	Training Plan will be put in place for all members
	Recommendation for meetings to be held in person rather than online	Decision for the chair of each SPC
	Inclusion of Social Inclusion rep on the Economic Development and Enterprise SPC and the Planning and Culture SPC	PPN can nominate a social inclusion rep as the Community & Voluntary rep on the 2 mentioned SPCs
	8 councillors to be on the Transport and Infrastructure SPC	Noted and agreed
	Transport and Infrastructure SPC – emergency services to be included in road, safety issues and traffic management. Public transport should note responsibility for taxi, hackney and private transport.	Noted and agreed
	Include crematoriums in the reference to burial grounds along with recommendation to develop a crematorium facility for Waterford	Noted and agreed
	Inclusion of the Lobbying Act 2015 Transparency Code in SPC document	Noted and agreed
4. Irish Environmental Network (IEN)	Inclusion of representatives with knowledge and expertise in climate and biodiversity are paramount for the creation of policies that are working towards a sustainable future.	Noted and agreed

	Both Climate Change and Biodiversity are included in the workplan and deliberations of each SPC.	Noted and agreed
	Inclusion of 2 Environmental Representatives on the Environment, Biodiversity and Climate Action SPC.	Agreed
	We would also recommend that at least one other SPC member on all SPCs (whether Councillor or Sectoral Representative) have proven knowledge of climate and biodiversity issues	Noted and agreed where possible
	The PPN should have at least three seats on each SPC, one for each Electoral College (environment, social inclusion, community/voluntary).	PPN have 3 seats on 3 of the 5 SPCs
	Where seats for Sectoral Representatives cannot be filled, the seats should remain unfilled until a Representative is available.	Noted and agreed
	A meeting between the full Council and the collective Sectoral Representatives should be held once a year.	To be referred to CPG for consideration
	Meeting schedules are agreed by all members of the SPC. It must also be the case that changes in that schedule are also only made following consultation with all the members of the committee. The timing and location of meetings should also be arranged by agreement amongst the committee members to facilitate maximum participation and, as far as is possible, proximity to public transport. Potential meeting times should be flexible, with the potential for evening meetings available to accommodate voluntary representatives.	Noted and agreed where feasible
	To facilitate the SPC in its policy making role, the SPC members should be consulted at an early stage and provided with all relevant background information	Noted and agreed
	Where nominated Other Sector representatives have difficulty participating in person, for good reason, it should be made possible for them to participate remotely.	Noted and agreed
	All members of the SPC should be able to add relevant items to the agenda of forthcoming meetings.	As per the Department guidelines it is the role of the SPC chair and Director of Service to agree the agenda
	Items that have not been reached should be automatically added to the next meetings agenda.	Already included in the SPC standing orders
	Recommendations from an SPC to the Council may, where a consensus isn't possible, include a minority report or statement.	Noted and agreed and will be considered by the CPG initially
	Training in advance of the first meetings of the SPCs, on the role of the SPCs, meeting skills and policy creation processes, would be an essential foundation on which to build their success.	Noted and agreed
	We recommend the inclusion of workshops for climate action and how climate issues overlap with the remit of each SPC. In light of climate action being relevant to all SPCs that this workshop is given to all	Noted and agreed

	SPC members across all SPCs. Climate action should also include actions and impacts for biodiversity.	
	Waterford City & County Council will seek nominations of the sectoral representatives under the pillars of farming, business, trade unions from the national contact points of these key stakeholders as follows Farming: Irish Farmers Association Business: Chambers Ireland Trade Unions: Irish Congress of Trade Unions Nominations for the social inclusion, environment, and community and voluntary sector will be sought from the PPN. Environmental groups in the PPN are verified by the national contact point in the Environmental Pillar under PPN arrangements. Nominations for the Development and Construction sector will be sought from the Construction Industry Federation.	Agreed
5. Martin and Joanne O’Sullivan	Disagree with the formation of the Transport and Infrastructure SPC	Previous SPC scheme included a SPC for Transport and Infrastructure. It is a vital policy area that needs to be included.
6. Comhlucht Forbartha na nDéise	Recommend title for Planning & Culture SPC to be named SPC for Planning, Irish, Gaeltacht and Culture	Title to be Planning, Culture and Gaeltacht SPC
	Recommend responsibilities in relation to the Gaeltacht and the Irish language are included in the remit of the SPC as listed in draft scheme	Agreed
7. Frank Nolan	Where decisions of the CPG are made affecting the recommendation of an SPC, the matter should be conveyed to the relevant SPC	Noted and agreed
	Inclusion of the Elderly in remit of SPC	Noted and agreed
	Minutes to be circulated to all SPC members	
	Report from SPC to full council to be in accordance with the minutes of the SPC meeting	Noted and agreed
	Vice chairman to be picked from non elected members of the committee	Not provided for in the Department guidelines
	Sectoral members should be entitled to attend the CPG	Not in adherence with the guidelines for the membership of the CPG
	Marine to be added as an area within the SPC	Noted and agreed
8. Public Participation Network (PPN)	Add demographics (map, MDs, population, age profile)	Noted and agreed
	The Lobbying Act 2015 – Transparency Code to be included in document	Noted and agreed
	2.3 – Minutes of CPG If a decision is taken at a CPG meeting that will affect a particular SPC, then all members of that SPC (including PPN representatives) should receive the relevant section of the CPG minutes.	Noted and agreed once minutes are approved by the CPG

	3.2 A Strategic Role - When listing the non-statutory policy fields, consider adding in young people and older people to the list.	Noted and agreed
	3.3 SPC Work Programme Waterford PPN welcomes the review of SPC work programmes in the third year of the local authority electoral term and we would suggest having the workplan accessible on the council website with updates and evidence of outcomes.	Noted and agreed
	Outcomes and impacts of the SPCs' work should be made publicly available on the Waterford City & County Council website for all SPCs	Noted and agreed
	Paragraph 3 include the word "all" before "SPC members should be fully involved..."	Noted and agreed
	As far as possible, all members of SPCs should be involved in drawing up the agenda & return their views in a timely manner. All representatives to receive an invitation to contribute to the agenda of each meeting before it is circulated.	Not provided for in the Department guidelines
	The dates that are set need to be adhered to and not changed & rescheduled at short notice, volunteers give up their time, and have the dates booked in well in advance	Change in dates to meetings will be kept to a minimum. Dates for the coming year will be set at the first meeting of the SPC
	SPCs usually meet on a quarterly basis and as such a considerable period of time will pass until the minutes of the meeting are approved for circulation, an agreed brief report should be made available for members to circulate to their nominated groups/organisations within 4 weeks of the meeting taking place - This is also a recommendation which is coming through nationally in the National PPN Annual Report.	Agreed that draft minutes will circulate within 4 weeks of the meeting
	WCCC to consider scheduling some, if not all, SPC meetings outside of regular working hours. Have a mix of online & in person/ hybrid. This would make it easier for volunteers to participate and show them that their time and efforts are truly appreciated.	To be considered by the chair of each SPC
	SPC workplans should be in the public domain, to inform members of the wider community of the work being done by each SPC.	Noted and agreed
	Provide clear guidelines on the procedure for SPC members, including sectoral interest members, to submit proposed agenda items or motions for consideration when setting agendas	Noted and agreed
	Request that the PPN Coordinator attend a meeting as a substitute of a Rep ie, if the rep cannot attend last minute or in the case of in between a vacancy being filled.	Noted membership must be in accordance with guidance documentation – a single member nominated and must attend in order to ensure consistency and efficiency
	Training - Training and development should be provided to all SPC members. Training in advance of	Noted and agreed

	the first meetings of the SPCs, particularly on the role of the SPCs, meeting skills and policy creation processes. List of topics to be covered in full submission	
	Request that seats social inclusion reps on the Economic and Enterprise SPC and Planning and Culture SPC are reinstated.	PPN can nominate a social inclusion rep as the Community & Voluntary rep on the 2 mentioned SPCs
	Environmental Reps to be nominated through the PPN and not the IEN.	Noted and agreed
	Regarding the Transport & Infrastructure SPC we would request the following should be included in emergency services: Road, safety, issues and traffic management. Public transport should also note responsibilities for taxi and Hackney services/private transport, also eight Councillors as with all other SPCs.	Noted and agreed
	Burial grounds to be renamed to burial grounds/crematorium as cremations are now an important part of our society, and the need to review where Waterford can develop a facility for a crematorium.	Noted and agreed and will be referred to the Environment, Biodiversity and Climate Change SPC
	It is vital that the voices of young people in Waterford are heard, particularly on climate action, and we request that this be facilitated through Waterford Comhairle na nÓg on the Environment, Biodiversity and Climate Action SPC.	PPN can chose to nominate members of Comhairle na nÓg to sit on an SPC through the positions that they already have on the SPCs
9. Construction Industry Federation (CIF)	Agree with draft scheme and inclusion on the SPC's as outlined in the draft	Noted
10. John and Anne Murphy	Inclusion of need for Local Link service for Mahon Bridge and surrounding areas to be considered by the Transportation and Infrastructure SPC	Will be referred to the Transportation and Infrastructure SPC
11. Conradh na Gaeilge	Establish an Irish language and Gaeltacht Committee within the local authority as a standalone Strategic Policy Committee (SPC) or The inclusion of the Irish language and the Gaeltacht in the objectives and title of a Strategic Policy Committee (SPC)	Title to be Planning, Culture and Gaeltacht SPC
	It is recommended that this SPC would have a duty to support the work of the Council in the development and implementation of an Irish Language Strategy	Noted and agreed
	It is recommended that the SPC will play a central role in the Council's work in developing a specific Housing and Population Development Strategy for each Gaeltacht Language Planning Area under its responsibility	Noted and agreed. Will be referred to relevant SPCs for consideration and consider detail as included in full submission

12. Susan Gallagher	Section 2.3 If a decision is taken at a CPG meeting that will affect an SPC, then all members of that SPC (including PPN representatives) should receive the section of the CPG minutes that pertain to their particular SPC.	Agreed, once minutes have been approved by the CPG
	Section 3.2 When listing the non-statutory policy fields, consider adding in young people and older people to the list.	Noted and agreed
	Paragraph 3: include the word “all” before “SPC members should be fully involved...”.	Noted and agreed
	Section 3.4 All SPC members should have an opportunity to be involved in creating the agendas for SPC meetings, rather than just the chair and the Director of Services.	As per the Department guidelines it is the role of the SPC chair and Director of Service to agree the agenda
	The SPC workplans should be in the public domain, to inform members of the wider community of the work being done by each SPC.	Noted and agreed and will be made available on the WCCC website
	<p>Section 3.6 Training on effective meeting skills should be provided to all SPC members, not just the chairs. This should include sectoral representatives. Ideally, all members of an SPC should attend training together, to encourage networking and collaboration among members.</p> <p>A guidance document should be provided to all SPC members, including those that join mid-term.</p>	Noted and agreed
	SPC Framework – Suggest inclusion of social inclusion rep on both the Economic Development and Enterprise SPC and the Planning and Culture SPC	PPN can nominate a social inclusion rep as the Community & Voluntary rep on the 2 mentioned SPCs
	Appendix 1 - In the sentence “The SPC system presents councillors with a prime opportunity to become more involved in policy formulation”, replace the word “councillors” with “all SPC members”.	Noted and agreed