**GOVERNANCE STRATEGIC POLICY COMMITTEE**

**Minutes of Governance Strategic Policy Committee Meeting**

**held via Microsoft Teams on Tuesday**

**19 July at 10am**

**PRESIDING**: Councillor PJ Reilly, Chairperson

**PRESENT**: Councillors – Seamus Butler, Colin Dalton and

Mick Cahill

 Pamela Martin, Paula Lloyd and Teresa Kearney

**APOLOGIES:** Councillor John Browne

**IN ATTENDANCE:**  Fema Farrell, A/Director of Services/Head of Finance

 Nora O’Farrell, Senior Executive Officer

 Linda Hogan, Data Protection Officer

 Ann Mulligan, FOI officer

**A/MEETINGS**

**ADMINISTRATOR**: Gerard Dennigan

**ADOPTION OF MINUTES – circulated**

On the proposal of Councillor Colin Dalton, seconded by Councillor Mick Cahill, it was agreed to adopt the minutes of the Governance Strategic Policy Committee meeting held on the 26 April 2022.

**MATTERS ARISING FROM MINUTES**

None.

**DECLARATION OF INTERESTS**

None.

**REPRESENTATIONS POLICY – AS CIRCULATED.**

Linda Hogan provided a detailed presentation to the SPC members on the representation policy’s. This included:

* The Purpose of the policy
* The Scope of the policy
* The Applicability of the policy
* Commencement
* Definitions
* Policy communications
* Awareness and Training
* Responsibilities
* Confidentiality
* Data Protection
* Policy Review

A discussion was had about the involvement of elected members in the formation of the policy.

Councillor Butler recommended that the Cathaoirleach of the Municipal Districts be included on the review of the policy going forward.

The committee discussed issues around Community CCTV cameras.

**DPER FOI PUBLIC CONSULTATION – FOI ROADMAP – AS CIRCULATED.**

Nora O’Farrell delivered a presentation to the members on the Review of the Freedom of Information Act. The presentation outlined the following:

* Background and Context
* Freedom of Information Act 2014
* Statistics in Longford County Council
* Public Consultation Document; -Nora asked the members to share any observations or comments they had by the 28 August before the submission from Corporate Services.
* Public Consultation Themes
* Longford County Council response approach
* Public consultation response document

On completion of the presentation the members thanked Nora for the detailed presentation. Councillor Mick Cahill raised some queries in relation to FOI requests such as staff time required and if the individual or elected members is made aware if an FOI is made against them.

Both Councillor Butler and Cahill proposed to accept Nora’s proposal. Nora encouraged the members to provide any observations or comments.

**TRAINING AND POLICY PROGRAMME FOR COUNCILLORS – AS**

**CIRCULATED.**

Fema Flanagan presented the draft Training & Development programme for 2022/2023. The draft policy included:

* The aim of the training programme
* The scope of the training programme
* Approval for training and sources of training courses available

Councillor Cahill welcomed the presentation. On the proposal of Councillor Mick Cahill, seconded by Councillor Colin Dalton the members unanimously agreed that the Training and Development plan is brought to the September meeting of Longford County Council.

**TOWN TWINNING – DEVELOPMENT OF NEW POLICY AND PROTOCOLS**.

Fema briefed the members on a new Town Twinning protocol which is currently being developed. A discussion ensued about Town Twinning. Following on from Director of Services, Barbara Heslin’s email which was circulated on the 19 July the members of the SPC Governance group were invited to provide input and feedback on the proposed objectives and criteria for inclusion in the new policy by 8 September 2022.

**DATE OF NEXT MEETING**

The members noted the date of the next meeting 18 October 2022 at 3pm.

This concluded the business of the meeting.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **A/Meetings Administrator,**

 **Gerard Dennigan.**

**Confirmed and adopted at the Governance Strategic Policy Committee Meeting held on the 18 October 2022.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Chairperson.**