**PHYSICAL DEVELOPMENT**

**STRATEGIC POLICY COMMITTEE**

**Minutes of** **Physical Development Strategic Policy Committee Meeting**

**Meeting location: Council Chamber & Microsoft Teams**

**Date: Monday, 04 November 2024**

**Time: 11am**

**PRESIDING**: Councillor Turlough McGovern

**PRESENT**: Councillor Peggy Nolan, Councillor Martin Skelly, Councillor Uruemu Adejinmi, Councillor Pat O’Toole, Joanna Pearman, Breda Murphy, Michael Keenan, Vincent Fay

**IN ATTENDANCE:**  Ms. Barbara Heslin – Director of Services

Ms. Lorraine McKee -A/Senior Executive Officer

**APOLOGIES**: None

**A/MEETINGS**

**ADMINISTRATOR**: Mr. Gerard Dennigan

1. **INTRODUCTION**

Chairperson Councillor Turlough McGovern welcomed the members to the Physical Development Strategic Policy Committee for the 2024-2029 term. As this was the inaugural meeting, Councillor McGovern requested that all members present introduce themselves to the committee, providing a brief personal introduction.

1. **DECLARATION OF INTERESTS**

No declaration of interests declared.

1. **OVERVIEW OF THE STRATEGIC POLICY COMMITTEE SCHEME 2024-2029**

Director of Services, Barbara Heslin provided the members with an overview of the SPC and how it operates. The presentation included the following:

* What are Strategic Policy Committees (SPCS)
* The structure of the process
* The role of the SPC
* Who sits on the SPC’s
* Appointment to the SPC
* Involvement in relation to Operational issues
* Who has the final say on a policy
* The role of the Corporate Policy Group (CPG)
* Strategic Policy Committees (SPCS)
* Overview of the following SPC’s
	+ Physical Development
	+ Social Development
	+ Economic, Enterprise, and Rural Development
	+ Governance
* Climate Action
* Formation of the SPC schemes and relevant documentation

On completion of the presentation Barbara allowed time for questions from the members to which she responded to.

1. **CONSIDERATION OF DRAFT STANDING ORDERS**

Acting Senior Executive Officer, Lorraine McKee, delivered a detailed presentation to the members on the Draft Standing Orders for the SPC Committee. The Standing Orders outline how the committee operates throughout its duration. The presentation covered the following items:

* What is covered in the Standing orders
* Notice of when meetings will take place
* Quorum required
* Chairperson
* The attendance
* Order of Business
* Meetings
* Report and Recommendations
* Interpretation and adoption

Upon completion of the presentation, Lorraine McKee allocated time for questions, which she addressed accordingly.

On the proposal of Councillor Uruemu Adejinmi, seconded by Councillor Peggy Nolan, the members unanimously agreed to hold four meetings per year.

On the proposal of Councillor Peggy Nolan and seconded by Councillor Martin Skelly the members unanimously agreed to the draft standing orders to be considered by the CPG.

1. **WORK PROGRAMME**

At today’s SPC meeting Director of Services Barbara Heslin asked members to revert by the 13 December with submissions for inclusion in the workplan for their SPC.  The draft workplan will be considered at the January meeting.

The members were asked to provide the following

* Identify any policy areas they have a particular interest in and which falls under the remit of their SPC
* Requests for presentations from individual sections in relation to specific policy areas under the remit of their SPC
* Submit a list of any existing policies they would like to receive a copy of and which relates to the remit of their SPC
* Provide a list of any policies which they would like considered, reviewed or developed and which relates to the remit of their SPC
* Any suggestions regarding training requirements which would assist them in their work as members of the SPC.
1. **SPC MEMBER TRAINING**

Acting Senior Executive Officer, Lorraine McKee, informed the members that training on the SPCs will be provided in the coming weeks to offer additional information and support to committee members. It is anticipated that the training will be delivered by the IPA or conducted in house by Longford County Council.

1. **DATE OF NEXT MEETING**

The proposed date for the next meeting of the Physical Development Strategic Policy Committee is 27 January 2025 to which the members unanimously agreed.

This concluded the business of the meeting.

**Signed:**

 **Gerard Dennigan**

 **A/Meetings Administrator.**

**Confirmed and adopted at Physical Development Strategic Policy Committee Meeting held on the 17 February 2025.**

**Signed:**

 **Chairperson.**