

## Request For Representation

Title of Board or Committee	Strategic Policy Committee for Planning, Economic Development and Infrastructure Strategic Policy Committee <b>1 Nominee x</b> Environmental/Conservation (Environmental Pillar and associated Environmental College under PPN arrangements) <b>1 Nominee x</b> Social Enterprise (PPN)
Function and scope of the Board or Committee	to advise and assist the Council in the formulation, development and review of policy. The remit of the SPC is to deal only with policy matters and as such they are strategic in nature. They have no remit in relation to routine operational matters in relation to delivery of services. The SPC system is intended to give Councillors and relevant Sectoral Interests an opportunity for full involvement in the policy making process from an early stage.
Who are the other members and who do they represent?	6 elected members and 4 sectoral: 2 PPN as above and one each from Business/Commercial and Development/Construction
What commitment would be expected from a PPN representative e.g. time and location of meetings, participation in subgroups, becoming a company director etc.?	Attend SPC meetings at least 4 times per year. SPCs should adopt a multi-annual work programme linked to the local authority's Corporate Plan and updated regularly as necessary; <b>Meeting are usually held quarterly - Monday to Friday between 9am and 5pm. The time of the meeting can be agreed by each SPC to suit its members.</b>
What skill set(s) they would like the representative to have. (Note these cannot be overly restrictive e.g. "an interest in and knowledge of issues impacting on people in poverty" would be acceptable, whereas "be a qualified social care professional" may not.	Your nominees should have a broad knowledge/expertise of the matters relevant to the SPC to which they will be assigned.
Will representatives receive induction?	<i>The Draft SPC Scheme recognises that effective meeting skills would be useful for SPC chairs and it further recognises that training on policy areas would be significant for all SPC members. In implementing the scheme, training on meeting skills and relevant policy areas for SPC members will be considered as the need arises.</i>
Will your organisation cover expenses incurred by representatives? If not, please advise the reason. See footnote. <sup>i</sup>	Yes
Will your organisation provide a report or minutes that would be suitable for information feedback to the wider Leitrim PPN?	As part of the normal papers that are issued for each meeting, an agenda, minutes of the previous meeting and any reports for consideration will be circulated to SPC members before each meeting.
Any restrictions on membership of the Board or Committee e.g. not being an employee or member of an organisation funded directly by	<ul style="list-style-type: none"> <li>Groups/associations should be active in the area or an area of the authority and have a county wide impact or at a minimum a relevance in a locality or number of localities in the area.</li> </ul>

<p>the Board or Committee, or not being a member of another pillar e.g. Farming, which already has representation on the Board or Committee, or coming from a particular geographical area or type of organisation.</p>	<ul style="list-style-type: none"> <li>• Groups/associations should be open to new members, hold AGMs and regular meetings, and should be broadly representative and accountable.</li> <li>• Single interest groups should be eligible, e.g. campaign groups focused on the disabled or elderly.</li> <li>• Single issue groups should not be considered for inclusion in the sectors.</li> <li>• Local Development Agencies represented at Strategy Group/ LCDC level should not be represented on an SPC.</li> <li>• Each sector should select its own nominee.</li> <li>• State and Local Development Agencies should not be included as nominating bodies to the sectors and should not be represented on the SPC.</li> <li>• Nominations from the sectors should, insofar as possible, reflect an appropriate gender balance.</li> </ul>
<p>Any potential conflict of interest which could impact on a representative's full participation on the Board or Committee other than already stated.</p>	<p>This will be a matter for individual s putting themselves forward for nomination to consider. However, best practice is where a conflicts exists at a meeting , the member concerned should declare a conflict of interest and remove themselves from the meeting for the duration of the topic discussion.</p>
<p>Any other relevant matters.</p>	<ul style="list-style-type: none"> <li>• SPC meeting documentation should ideally be circulated to SPC members two weeks in advance of meetings, and additionally, agenda and minutes should be circulated to SPC members and other councillors in a county council area</li> <li>• The CPG should decide the work programmes of the SPCs and recommend issues to be considered by the SPCs.</li> </ul>

---

<sup>i</sup> Under Circular CVSP 3/2018:

**PPN Representative Expenses**

*In relation to the payment of PPN representative expenses, the PPN User Guide provides as follows:*

*“Volunteers should never be out of pocket for their participation on Boards or Committees, and it is the role of the relevant Board or Committee to pay expenses. Only in very specific circumstances where the Board or Committee has no resources should the PPN pay expenses to their representatives. If a PPN representative takes on a supplementary role within a Board or Committee which incurs extra costs, those costs are the responsibility of the Board or Committee, not of the PPN. For example, if a PPN representative attends an event*

---

*on behalf of their Board or Committee, the cost of that must be borne from the Board or Committee's own resources."*