

Standing Orders

Place, Date and Time of Meeting

1. The Local Community Safety Partnership shall hold such and so many meetings as may be necessary for the performance of its functions,
 - a. to include no fewer than:
 - b. Four quarterly partnership meetings.
 - c. One public meeting.
 - d. One closed meeting for elected representatives for the relevant area.
2. In so far as practicable, the normal place for holding meetings of the Fingal West Local Community Safety Partnership shall be the council chamber in Blanchardstown County Council Offices. Meetings shall normally be held there. The Safety Partnership may from time to time, by agreement, appoint an alternative location for a particular meeting as decided by the Chairperson.
3. When required and agreed, the meeting can be held via Microsoft Teams or alternative video conferencing tool. The option for blended meetings is also provided for.
4. Meetings of the Local Community Safety Partnership shall normally be held on Monday afternoons.
5. Meetings will commence at 2:30p.m. and will continue for no longer than 1.5 hours. A meeting extension of no more than 1 hour can be requested during normal meeting time but must be agreed by majority of members.

Notifications of Meeting

6. Notifications of meetings of the Local Community Safety Partnership shall be sent to each Partnership member by electronic means, specifying the date, time, and place of the meeting and giving no less than 7 days' notice of the meeting.
7. Special meetings of the Local Community Safety Partnership may be called to discuss matters of particular importance to it. Where a special meeting is convened, notice must be issued at least 3 days in advance of the meeting, containing the time and place of the meeting and specifying the purpose of the meeting to every member of the Local Community Safety Partnership and / or subgroups.
8. Representatives of the media may attend meetings of the Safety Partnership, and information and documents produced will be available to them, unless there are legal reasons why this would not be possible, or it would not be in the public interest to do so.

Attendance by media at Safety Partnership meetings is not mandated. Consideration could be given to only allowing media to attend public meetings, or specific meetings on request, in the first year of the Partnership to allow for relationships and trust to develop and as the Safety Partnership is developing its workplan. This could be reviewed as the Partnership's work evolves.
9. The Local Community Safety Partnership may decide to meet in committee for the whole or part of the meeting concerned, where the Safety Partnership is of the opinion that the absence of members of the media from the whole or part of a particular meeting is desirable because:
 - Of the special nature of the meeting, or an item of business to be, or about to be, considered at the meeting.

- For other special reasons the committee or subgroups may decide to meet in private.

10. The right of the media to attend Safety Partnership meetings is subject to the following:

- Taking account of available space, a limit may be placed on the number of persons attending for reasons of safety.
- Rules governing the conduct of persons present at meetings. The Chairperson reserves the right of removal of members of the media who interrupt the proceedings or who otherwise misconduct themselves.
- All mobile telephones or other communication apparatus to be switched off.
- No recording equipment is permitted.
- Members of the media must be in the public gallery before the commencement of the meeting in order to ensure entry to the meeting.

Public Meetings

11. The Local Community Safety Partnership shall hold at least one public meeting per year. Where the Local Community Safety Partnership holds meetings in private, a report of the meeting should be made publicly available.

12. The emphasis of any public meeting will be on community safety rather than individuals and on obtaining the collaboration of the public.

13. Decisions on holding public meetings will be made at meetings of the Safety Partnership.

14. Details regarding public meetings will be advertised in local media, on the Fingal County Council website, and on social media.

15. Questions must be received in writing at least 7 full working days before a meeting of the Safety Partnership by the Safety Partnership Co-ordinator.

- Questions will be accepted from any person with relevant community safety queries.
- Questioners should give their name and address, which will not be publicised.

16. In certain circumstances, it may not be possible for either the Garda representative or the local authority to reply to a question for legal reasons or because it would not be in the public interest to do so.

17. Any reply given will be verbal and recorded in the minutes.

18. A record shall be kept of all written questions submitted. Questions and the answers provided will form part of the official records of the committee.

Special Meetings

19. The Chairperson shall have discretion to call a special meeting of the Local Community Safety Partnership to discuss matters of particular importance to it.

20. Where a special meeting is convened, notice must issue at least 3 days in advance of the meeting, containing the time and place of the meeting and specifying the purpose of the meeting to every member of the Local Community Safety Partnership.

Meetings where the media are in attendance.

21. In meetings where it has been agreed that the media will be in attendance, the Safety Partnership may decide to meet in committee for part of the meeting concerned, where the Safety Partnership is of the opinion that the absence of members of the media from the whole or part of the meeting is desirable because:

- Of the nature of the meeting or of an item of business to be, or about to be, considered at the meeting.
- Or other special reasons the committee or subgroup may decide to meet in committee.

22. The right of the media to attend Safety Partnership meetings is subject to the following:

- Taking account of available space, a limit may be placed on the number of persons attending for reasons of safety.
- Rules governing the conduct of persons present at meetings. The Chairperson reserves the right of removal of members of the media who interrupt the proceedings or who otherwise misconduct themselves.
- All mobile telephones or other communication apparatus to be switched off.
- No recording equipment is permitted.
- Members of the media must be in the public gallery before the commencement of the meeting in order to ensure entry to the meeting.

23. Information and documents produced should be made available to the media, unless there are legal reasons why this would not be possible, or it would not be in the public interest to do so.

Consideration of Certain Matters

24. The Local Community Safety Partnership or subgroup shall not consider a matter if:

- It would endanger the security of one or more individuals.
- It relates to an individual – individuals shall not be discussed or named. An individual's right to privacy and the provisions of the European Convention on Human Rights Act 2003 must be adhered to; it involves information received by the Garda Síochána or the local authority in confidence.
- It would, or would be likely to, prejudice the prevention or detection of crime or the apprehension or prosecution of offenders; or
- It is deemed prejudicial to a Garda operational matter, such as the deployment or composition of specialist units, or involves material of a sensitive matter.

Quorum

25. The quorum for a meeting of the Local Community Safety Partnership shall be eleven. There should be a minimum of 4 representatives from among the public and non-public membership respectively.

26. If eleven members are not present within fifteen minutes after the time appointed for the holding of a Meeting, the Meeting shall stand adjourned to a day to be determined by the Chairperson.

Minutes

27. Minutes of the proceedings of a meeting of the Safety Partnership shall be drawn up by the Safety Partnership staff or in their absence by a nominated local authority official.

28. The Minutes shall include –

- The date, place and time of the meeting,
- The names of the members present at the meeting and the name of the Chairperson,
- Apologies received.
- Reference to any report submitted to the members at the meeting.
- Decisions made and /or actions agreed, and any conflict of interest declared during the course of decision making.
- Actions to be taken.
- Status of outstanding actions.
- Where there is a roll call vote, the number and names of members voting for and against the motion and of those abstaining.
- Particulars of all decisions passed at the meeting.
- Such other matters considered appropriate.

29. Draft minutes of a meeting shall be circulated to all Safety Partnership members within 15 working days of meeting.

30. Minutes of a meeting shall be submitted for confirmation as an accurate record at the next following meeting, where practicable, or where not, at the next following meeting and recorded in the minutes of that meeting.

31. When confirmed with or without amendment, the minutes of a meeting shall be signed by the Chairperson to whom they shall be submitted for confirmation and any minutes claiming to be so signed shall be received in evidence without proof.

32. A copy of the confirmed minutes shall be provided to any person applying for them, on payment of such reasonable sum, being a sum not exceeding the reasonable cost of supplying the copy.

33. Appropriate arrangements shall be made for safe keeping of the minutes by Safety Partnership Co-ordinator.

Record of attendance at meetings

34. The Local Community Safety Partnership Co-ordinator shall maintain a record of attendances at meetings.

35. The attendance of each member present at a meeting shall be entered by that member in a record kept for that purpose by the Safety Partnership Co-ordinator on behalf of the Safety Partnership.

Order of Business

36. The agenda and all documentation relevant to the business of the Local Community Safety Partnership shall be circulated to all members not less than 4 working days in advance of any meeting of the Partnership

37. The Order of Business at all Meetings of the Safety Partnership, other than at Public Meetings, shall be as follows:

- Confirmation of minutes.
- Matters Arising.
- Declaration of Interest.
- Reports.
- General Items.
- Members Interest Items.
- Correspondence.
- Local Community Safety Plan – Outcome/Action Update (Following publication of the Local Community Safety Plan)

When a member wishes to include an item under Members Interest Items, an outline of the matter plus any related questions must be submitted in writing to the Chairperson not less than 7 days in advance of any meeting of the Partnership.

Order of Debate

38. No member shall address the Safety Partnership for more than three minutes without the permission of the Chairperson. A member may only speak once in relation to any item on the agenda. Members should be succinct with their input.

39. Except with the permission of the Chairperson, no member shall address the meeting for more than one minute under Matters Arising.

40. The Chairperson shall have the sole discretion in determining the order in which members are permitted to speak.

41. A member, while speaking, shall address only the Chairperson.

42. The Chairperson's decision in determining a point of order or personal explanation shall be final.

43. When two or more members at the same time offer to speak, the member called upon by the Chairperson shall have precedence.

44. A member speaking shall not be interrupted except upon a question of order but may give way to a member desiring to make a personal explanation.

45. The Chairperson is the sole judge of order in the meeting and has authority to maintain order and enforce prompt obedience to his / her ruling.

Declaration of Interest

46. A member must exclude themselves from a meeting or a part of a meeting and must not participate in any discussion relating to any matter in respect of which it could be reasonably perceived that a conflict of interest would result from their presence at the meeting or participation in a discussion on the matter.

47. A Register of Interests shall be completed/maintained, and all members will have to certify their position before each meeting. A Declaration of Interests form will be submitted annually, which will include

a statement of understanding on the requirement to declare interests as they arise. Members will also be required to declare any conflict of interest that may occur due to an unexpected item arising.

48. For the purposes of clarification, conflict of interest shall be deemed as a “set of circumstances that creates a risk that a professional judgement or actions regarding a primary interest will be unduly influenced by a secondary interest.”

Decisions of the Local Community Safety Partnership

49. Votes/Decisions should be made through a collaborative approach. Where possible, they should be made by consensus, and if this is not possible, a majority vote will apply:

- a. Each member of the partnership is eligible to vote.
- b. Vote shall be taken from those members present at the meeting.
- c. In the event where there is no majority, the Chair shall have the deciding vote.

50. At decision-making level, neither public members nor any single interest group shall represent more than 49% of the voting rights of the Local Community Safety Partnership. A Register of Interests shall be completed/maintained, and all members will have to certify their position before each meeting.

51. Members will be required to declare any conflict of interest that may occur due to an unexpected item arising. For the purposes of clarification, a conflict of interest can be described as any form of personal interest, which may affect, or might reasonably be thought to affect, on an individual’s impartiality in decision-making.

Sub-Groups

52. The Chairperson, in consultation with the Local Community Safety Partnership, may appoint a Sub-Group for any specific purpose.

53. When appointing a Sub-Group, the members shall determine the number and names of the Members who are to serve on it and who will Chair it.

54. The Chairperson shall fix the quorum, which shall not be less than three, that will apply in respect of a Sub-Group.

55. The term of office of a Sub-Group shall be for such period as the Chairperson may determine.

56. The Chairperson of each Sub-Group shall be responsible to the Members for the general management of the business entrusted to the Sub-Group.

57. A copy of any report of a Sub-Group to be submitted to the Local Community Safety Partnership shall be transmitted to each Member at least three days before any meeting at which it is to be discussed.

58. A non-member may be invited to attend a meeting and speak, if considered appropriate by the Safety Partnership or subgroup, to a particular agenda item, for example, representatives of statutory agencies where the committee or subgroup considers that their particular expertise is required.

Presentations

59. In order to accommodate presentations at meetings, provision is made in these Standing Orders for Meetings to commence at 2:30pm. Such meetings will continue for no longer than **one and a half hours**.

60. Presentations on relevant issues can be held at the commencement of Safety Partnership meetings, subject to the agreement of the Chairperson. Speakers will address the meeting for ten minutes and ten minutes will allow for Q & A.

61. A maximum 2 people will be permitted to attend and speak on the subject.

62. The subject matter to be presented on will be notified in writing to the Safety Partnership Co-ordinator at least 7 clear days before the date of the meeting, together with any presentation.

63. On completion of the presentation, the presenters shall withdraw from the meeting.

64. A non-member may be invited to attend a meeting and speak, if considered appropriate by the Safety Partnership or subgroup, to a particular agenda item for example, representatives of statutory agencies where the committee or subgroup considers that their particular expertise is required.

Disorderly Conduct

65. If, in the opinion of the Chairperson, any member of the Safety Partnership has been or is disorderly by persistently disregarding the ruling of the Chairperson, or by behaving irregularly, improperly or offensively, or by otherwise obstructing the business of the meeting, and the Chairperson has conveyed his or her opinion to the members present by naming the member concerned, then the Chairperson or any member may move “that the member named leave the meeting” and the motion, if seconded, shall be put and determined without discussion.

66. Where the Local Community Safety Partnership decides in accordance with the above that a member leave a meeting, that member shall immediately leave the meeting and shall not be entitled to speak or to take any further part in that meeting on that day.

67. The Chairperson may adjourn the meeting for such period as he or she considers necessary in the interest of order.

Suspension of Standing Orders

68. Standing Orders may, at any time, be suspended without notice for the purpose of enabling specific business to the interest of the Safety Partnership to be considered and dealt with, subject to the requirement that at least two-thirds of the members present vote in favour.

69. A request for suspension of Standing Orders shall be submitted in writing to the chairperson, or if the office of chairperson is vacant or if he/she is unable to act, to the vice chairperson, not later than 12 noon on the day before the meeting. The chairperson/vice chairperson, at his/her total discretion, can accept such a request before the commencement of the meeting, if he/she considers the subject of the request to be a matter of urgency and expediency concerning the Safety Partnership.

Standing Orders

70. The Fingal West Local Community Safety Partnership may, by resolution for which at least one half of the total number of members of the partnership vote in favour, amend or revoke standing orders and make new standing orders.

71. A copy of standing orders shall be sent by the Safety Partnership Co-ordinator to each member of the Safety Partnership.

72. A copy of any amendment to standing orders shall likewise be supplied to each member.
73. The Chairperson will have power to deal with any matter not covered by Standing Orders.
74. The Chairperson's ruling on any question or interpretation of the Standing Order will be final.