

AILG

Association of Irish Local Government
Aontas Rialtas Áitiúil na hÉireann

ELECTED MEMBER GUIDANCE HANDBOOK

A Guide for Councillors





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AILG Welcome Message

Dear Councillor,

On behalf of the AILG, we congratulate you on your recent election as a member of your Local Authority.

Being elected as a local Councillor is both an honour and a great responsibility. As a Councillor, you are entrusted with providing the vision and leadership necessary for your community to thrive. Our shared goal is to ensure that our communities and counties are better places to live, work, and visit.

The Association of Irish Local Government (AILG) is the primary body representing the democratically Elected Members and their Local Authorities. We serve as a networking, policy development, and training resource for Councillors and we hope this publication will prove to be a valuable resource for you in your role. We extend our gratitude to Ms. Lorraine Gallagher, Director of Organisational Development, Wicklow County Council, and the network of Meetings Administrators for their assistance in this publication.

We wish you the very best in this 5-year term and thank you for your public service. The AILG is here to support you in any way we can throughout your tenure.

Kind Regards,
AILG Officers, Executive & Delegate Members

Overview of AILG

The Association of Irish Local Government (AILG) is a national body representing the 949 Elected Members of Ireland's 31 Local Authority Councils. It provides networking, policy development, and training resources for County and City Councillors, ensuring their contributions are recognised by government departments and public agencies.

Training Programme

One of the primary responsibilities of the AILG is to provide Elected Members with relevant training and development to effectively govern Irish Local Authorities. For over a decade, the AILG has delivered tailored in-person and online training events annually to Councillors across the State. This programme, in collaboration with the Department of Housing, Planning, and Local Government, features speakers from various government departments, agencies, and local authorities.

Policy Programme

The AILG aims to become an influential participant in local government policy formulation in Ireland. It monitors outputs from the



Advocate



Support



Promote

the Department of Housing, Local Government and Heritage, and other agencies to identify proposals affecting Councillors' powers. Informed by the Programme for Government and legislative priorities, the AILG incorporates feedback from Councillors through its various committees, training events, and engagement. The association also scrutinizes new draft legislation to assess its impact on Elected Members and local government.

Our Goals and Responsibilities

- Protect & promote democratic local government
- Lobby for improved supports for Councillors
- Achieve greater influence for local government and our member local authorities
- Provide training, resources and support to Councillors to meet their legislated responsibilities
- Elevate the profile and reputation of Councillors

1. Legislative Framework

The local government system in Ireland has experienced significant reform in recent years however the basic purpose of local government has not changed.

Its primary goal is to enhance the well-being and quality of life for citizens and communities. This is done through effective and accountable representation, and efficient service delivery.

1.1 The framework of the government system in Ireland

National Government comprising:

- The Constitution (*Bunreacht na hEireann*)
- The Judiciary
- The Legislature
- The Executive

The 1937 Constitution, as amended, prescribed how Ireland should be governed and Article 28A of the Constitution makes provision for the Local Government System in Ireland.



1.2 Central Government and Local Government

One of the Departments of Central Government, the Department of Housing Planning and Local Government (**DHLGH**) has the responsibility for Local Government Policy. Local Authorities also work closely with other Central Government Departments for example, Defence, Transport, Tourism, Sport, Arts, Heritage, the Gaeltacht, Enterprise etc.

1. Legislative Framework

1.3 Local Government Structure in Ireland

Each Local Authority is divided into local electoral areas and members of Local Authorities are elected in these. Local electoral areas and the number of members to be elected in each are specified in a statutory instrument for each local authority area. There are 949 Local Authority Elected Members and the breakdown between Local Authorities at County, City and City and County is as follows:

Local Authorities

There are 31 Local Authorities:

- 26 County Councils, of which three are in Dublin (Fingal, Dún Laoghaire-Rathdown and South Dublin).
- 3 City Councils: Cork, Dublin and Galway
- 2 City and County Councils: Limerick and Waterford.

Municipal Districts & Municipal Borough District

Municipal districts (MD) form a key tier of local governance at sub-county level. Each county is comprised of a number of MDs. Municipal Districts are comprised of one or more local electoral areas.

Councillors elected to a local electoral area have functions in respect of the specified MD. Towns which were historically represented by borough councils or the population of which within the county, as ascertained at Census 2016 when rounded to the nearest 1,000, is equal to or greater than 30,000, are designated as Municipal Borough Districts. Municipal Borough Districts may also consist of one or more local electoral areas. In total there are 95 Municipal/Municipal Borough Districts.

1. Legislative Framework

1.3 Local Government Structure in Ireland

Area Committees

Municipal Districts do not apply in the Local Authorities of Dublin City, Dun Laoghaire-Rathdown, Cork City, Fingal, Galway City and South Dublin. Instead their sub-county structure consists of Area Committees where members discuss more local related matters. However, Area Committees do not have the same statutory footing as Municipal Districts and therefore statutory functions remain at city/county level in these Local Authorities.

Metropolitan District

The Metropolitan Districts (2 in total) of Limerick and Waterford include, and extend beyond, the urban areas of the former city councils. Each Metropolitan District is comprised of more than one local electoral area.

1.4 Principle Elements of the Local Government System

- The Elected Council, Municipal Districts/Area Committees etc
- The Chief Executive, Management and staff
- Strategic Policy Committees (SPCs)
- Corporate Policy Group (CPG)
- Local Community Development Committee (LCDC)
- Audit Committee
- Joint Policing Committees (to be replaced by Community Safety Partnerships in 2024)
- Traveller Accommodation Consultative Committee
- Various other committees



2. Policy Framework

2.1 National Context

One of the roles of central government is to provide the framework within which local government operates.

This is done through the enactment of legislation by the Oireachtas, by way of regulations, and issuing of policy guidelines, consultation papers etc., by the relevant Ministers and via circular letter from government departments to local authorities. Central government also makes an important contribution to local government finances, there is regular communication, both formal and informal between local government and central government departments.

National policy responsibility for local government lies with the Department of Housing, Planning and Local Government (**DHLGH**), which is the main focus of contact between national and local government. Such contact includes regular communication with the local government associations at elected and official level; information and training seminars, working groups; visits to local authorities by Ministers and meetings with local Elected Members and officials.

Local Authorities also interact with various other government departments on a range of issues which impact on their operations.



2. Policy Framework

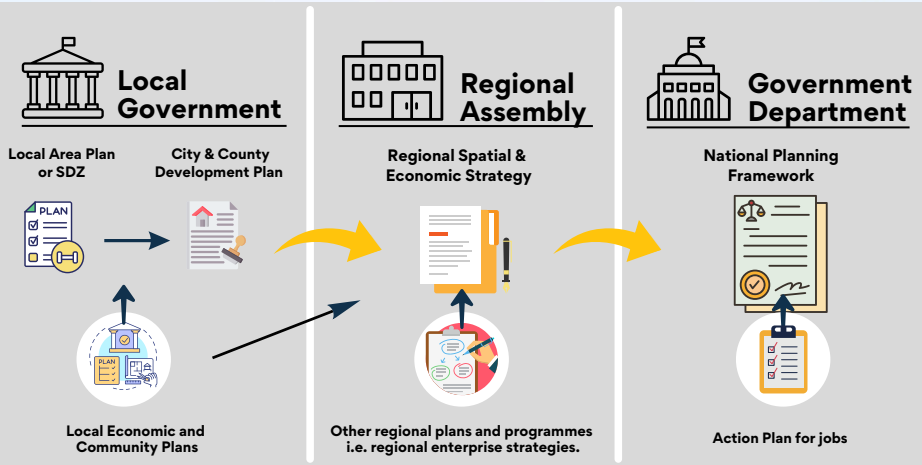
2.2 Regional Context

There are three Regional Assemblies which by virtue of local government law are local authorities. The membership of a Regional Assembly consists of Members of the Local Authorities within the region.

The Local Authorities covered by the 3 Regional Assemblies are as follows:

Northern & Western Regional Assembly (NWRA)	Galway, Roscommon, Leitrim, Sligo, Mayo, Donegal, Cavan & Monaghan County Councils and Galway City Council
Eastern and Midland Regional Assembly (EMRA)	Kildare, Longford, Dun Laoghaire-Rathdown, Louth, Wicklow, South Dublin, Laois, Offaly, Meath, Westmeath & Fingal County Councils and Dublin City Council
Southern Regional Assembly (SRA)	Carlow, Clare, Cork, Kilkenny, Kerry, Tipperary & Wexford County Councils, Waterford City & County Council, Limerick City and County Council, Cork City Council

The aim of the Regional Assemblies is to co-ordinate, promote or support strategic planning and sustainable development and promote effectiveness in local government and public services. Their main function is to draw up regional spatial and economic strategies replacing the previous regional planning guidelines.



2. Policy Framework

2.3 Local Context

The Municipal Districts are a sub-division of the County Council with a measure of capacity to perform functions assigned under local government law. The city councils and Dublin county councils have Area Committees/Electoral Areas rather than Municipal Districts. The Area/Committees/Electoral Areas are administrative and electoral divisions.

2.4 Citizen Engagement/ Public Participation Network

A framework for public engagement and participation, “The Public Participation Network (PPN)” exists within each Local Authority area to enable the public to take an active formal role in the policy making areas of responsibility of the Local Authority and is a structure that ensures public participation and representation on decision-making committees and bodies within County Councils such as the Strategic Policy Committees, and the Local Community Development Committee.

2.5 The European Context:

Increasingly Local Government is affected by policy initiatives originating from the European Union. This has manifested itself not only in EU funding for Local Authority projects but also in legislation and various regulatory requirements which affect the operation of various local government services (e.g. water quality, public procurement, waste disposal etc.).

2.6 National Dimension: Local Government Associations:

There are two national local government associations which represent the collective interest of local government and the Elected Members. The AILG – Association of Irish Local Government (**AILG**) and LAMA – Local Authority Members’ Association (**LAMA**).

3. Role of the Elected Member

The public face of our local authorities are the democratically elected Councillors.

The Elected Council is in law the policy-making arm of the local authority with Councillors having the role of creating the overall policy framework that the Council's Executive and staff work within. Aligned with that, a significant role of Councillors is to represent the views of their communities. They identify and track local problems and issues and bring this knowledge back into the Council chamber to ensure better outcomes for the well-being and quality of life for the people and communities that they represent.

The elected Councillor's role and responsibilities include representing the electoral area for which they are elected and the Local Authority as a whole, decision-making and developing and reviewing Council policy, regulatory, quasi-judicial and statutory duties. They also have a key role in community leadership and engagement.

The powers of the Elected Members are derived primarily from their



reserved functions which are performed at both council and Municipal/Metropolitan/Borough District level. In particular the Elected Members have powers to represent the interests of the local community and to promote generally the interests of the local community. The Members have specific policy roles and adopt the major guiding policy documents of the local authority, which dictate the direction and functions of the local authority. The various reserved functions of the Plenary Council and the Municipal, Metropolitan/Borough Districts are set out in Schedule 3 of the Local Government Reform Act, 2014. (See Appendix 1.)

3. Role of the Elected Member

3.1. Reserved Functions:

The powers of the Elected Members are derived primarily from their ‘Reserved functions’ and are defined by law. They are performed at both Plenary Council and Municipal District level.

Reserved functions relate primarily to issues of policy and finance, e.g. the adoption of the County/City Development Plan and the adoption of the annual budget, essential in determining the overall financial activities of the Council over a broad range of services. The various reserved functions are set out in Schedule 3 of the Local Government Reform Act, 2014. An example list is set out at Appendix 2.

In addition to the reserved functions, the Elected Members have a role in overseeing and directing the activities of the Local Authority in general and the 2014 Reform Act introduced a structured reporting relationship between the Chief Executive and the Elected Members. Any function of the Local Authority which is not specified in law as a reserved function is deemed to be an executive function. Legally all

functions, whether performed by the elected Council or by the Chief Executive are exercised on behalf of the Local Authority.

3.2 Municipal District Reserved functions:

Certain functions can be carried out by the Plenary Council only, the Municipal Districts only and there are certain functions that can may be carried out by either.

Section 131A of, and schedule 14A, to the Local Government Act, 2001 (*as inserted by Section 21(3) and 21(4) of the Local Government Reform Act, 2014*) sets out a comprehensive listing of reserved functions which are to be:-

- (i) *performed exclusively by **Municipal District Members** (Part 1, Section 131A (4) page 217– 224).*
- (ii) *performed by **Municipal District Members or by the Plenary Council** (Part 2, Section 131A (1)(b) page 224 – 227)*
- (iii) *performed by the **Plenary Council only** (Part 3 page 227– 243.)*

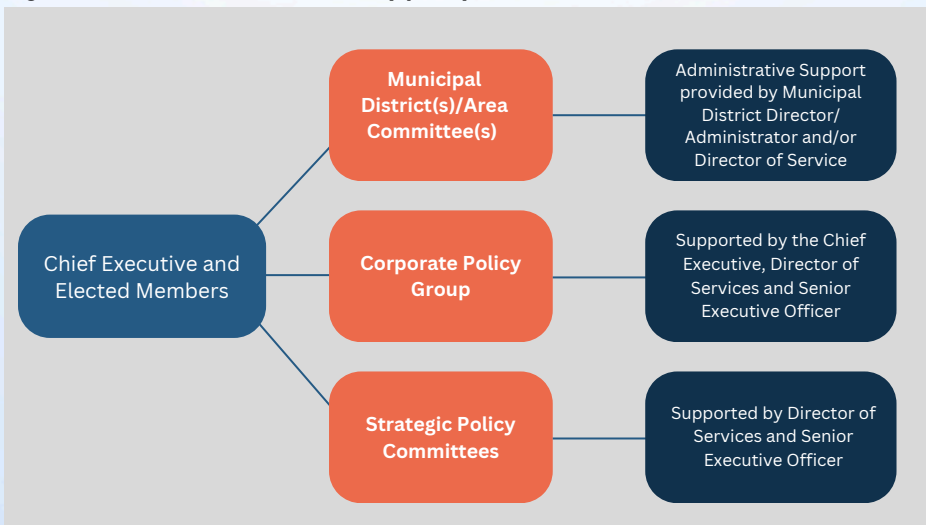
3. Role of the Elected Member

3.3. Policy Role of the Elected Member:

The performance of Local Authority functions are shared between the Elected Members and the Chief Executive, the Elected Members carrying out reserved functions and the Chief Executive carries out executive functions. Elected Members have specific policy roles and adopt the major guiding policy documents of the Local Authority, which dictate the direction and functions of the Local Authority. The Elected Council is the policy-making arm of the Local Authority acting by way of reserved functions which primarily relate to the adoption of

the County/City Development Plan, Local Area Plans and the adoption of the Annual Budget. The policy framework within which the Chief Executive exercises executive functions is determined by the Elected Members. This process of policy-formulation is conducted in a structured format through the Strategic Policy Committees and Corporate Policy Group arrangements. Most of the major decisions of the Local Authority are reserved as the exclusive prerogative of the Elected Members including control over the financial affairs of the Authority.

Figure 1.1 Outline of Local Authority policy structure.



3. Role of the Elected Member

3.4 The representational role of the Elected Member:

Local Authorities are more than service providers. As democratically elected and accountable bodies they have the authority and legitimacy to speak and act on behalf of their communities. The Elected Council thus acts as a democratic forum for the representation and articulation of local interests and can provide civic leadership. In particular the Elected Members have powers to represent and to promote generally the interests of the local community.

In essence, Councillors act as watchdogs on how decisions affecting the local electorate are made. They voice their opinion on issues they have a very close knowledge on. Each Elected Member has a mandate to represent the community which elected them and to represent smaller areas within their own electoral area and across the wider Local Authority areas.

They also may make representations directly on behalf of both groups and individuals to the Local Authority and to other bodies.

Elected Members are directly elected by the people and therefore have a mandate from the people in relation to the communities that they represent. They can initiate action to promote the community interest and are ideally placed to provide civic leadership. Members are first and foremost representatives of their County or City Council as a whole and are regarded as promoting the interests of their entire County or City Council area.

Elected Members are also appointed as public representatives to other public bodies, for example, the Educational and Training Boards, Health Forums and Regional Assemblies and are also appointed to other local committees and boards to represent the local interest.

3. Role of the Elected Member

3.5 The oversight & directional role of the Elected Member:

Elected Members have various powers in relation to functions the Chief Executive carries out and can make directions/set requirements in relation to obtaining information on any business or transaction of the Local Authority. For example, the Elected Members have the power to:

- Require the Chief Executive to attend a meeting of the Local Authority or a committee of the Local Authority
- Obtain information from the Chief Executive in relation to any business or transaction of the Council
- Inspect the Chief Executive Orders
- At monthly Council meetings the Chief Executive must submit a monthly management report on the performance of executive functions which includes the implementation of policy and the provision of services.
- Require the Chief Executive to inform the Elected Members before performing any specified

- executive function (other than in respect of staff) and to submit plans, specifications and cost-estimates of particular works.
- Require that a particular act, matter or thing be done by the Chief Executive, (Section 140 of the Local Government Act, 2001 as amended.)

3.6 Term of office:

Elected Members come into office 7 days after polling day and hold office for 5 years, that is until seven days after the polling day at the next local elections which is set out in law held by a day fixed by the Minister and normally May/June. An Elected Member may voluntarily resign from membership at any time by notice in writing signed by him or her thus causing a casual vacancy. From time to time a casual vacancy may occur arising from the death, resignation or the disqualification of an Elected Member. A casual vacancy shall be filled in accordance with Section 19 of the Local Government Act, 2001. (see point 6.5)

4. Role of the Cathaoirleach/ Mayor

Each Local Authority must elect one of its Members as Cathaoirleach or Mayor to hold office for a term of one year until a successor is elected at the next annual meeting (*a person may be re-elected for a subsequent term*). The Cathaoirleach/Mayor of the Local Authority is elected at the Annual Meeting of the Local Authority and is the first item on the agenda for consideration, followed by the election of the Leas Chathaoirleach/Deputy Mayor.

The Cathaoirleach/Mayor presides at meetings of the Local Authority. He/she is responsible for the effective conduct of business and maintenance of order at meetings and works with the Executive to ensure that the business is carried out in an orderly fashion and accordance with standing orders . The Cathaoirleach/Mayor has the casting vote in relation to decisions of the Council where they are put to a vote, with the exception of the election of the Cathaoirleach/Mayor or Leas Chathaoirleach/Deputy Mayor.

The Cathaoirleach/Mayor can requisition a special meeting of the Council and obtain information from the Chief Executive on relevant matters.

The Cathaoirleach/Mayor has a very important role in working jointly with the Chief Executive in carrying out the reserved functions of the Elected Members. The Cathaoirleach/Mayor also chairs the meetings of the Corporate Policy Group where the Chairs of the Strategic Policy Group meet with the Chief Executive and Senior Management Team of the Council to discuss and agree process in relation to policy issues.

The Cathaoirleach/Mayor is by custom the first citizen of the County/City and fulfills his/her representational role at functions and official openings, representing the County at home or abroad is a very important part of the work. The Leas-Chathaoirleach acts in place of the Cathaoirleach when the latter is unavailable.

4. Role of the Cathaoirleach/ Mayor

Directly Elected Mayor

The first Directly Elected Mayor in Ireland was elected in Limerick in June 2024 following legislation the previous year. The Directly Elected Mayor is at the head of a three-way partnership leading policy and operations in the City & County of Limerick. The Mayor leads the Council in terms of important strategic and operational matters such as championing the annual

budget; the elected Council continues to have reserved functions; while the Director General is responsible for putting the proposals of the Directly Elected Mayor and of the Elected Council into operation. The Mayor has statutory access to Cabinet and to key Government Ministers as well as being chair of various committees co-ordinating service providers in the Limerick region.

Príomh Chomhairleoir Dan McSweeney addresses the inaugural annual meeting of the new look Limerick City and County Council, with Ireland's first ever DEM, Mayor of Limerick, John Moran in attendance. Photo: Don Moloney.



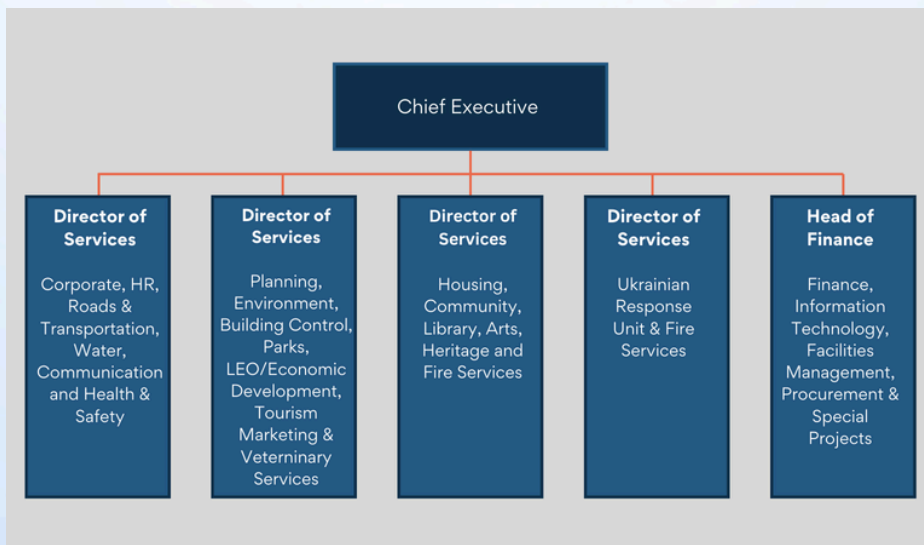
5. Role of the Chief Executive

Each County and City Council has a Chief Executive (**CE**) who is an employee of that Local Authority. During periods of annual leave, or other absences, the Chief Executive appoints a Deputy Chief Executive to act in their place. The position of Chief Executive is filled following a competitive recruitment process organized by the independent organization PAS (*Public Appointments Service*). The Chief Executive is then appointed by the Elected Council following a recommendation of the CPG for a contract term of 7 years, which may be extended for a period of 3 years.

5.1. Executive Functions:

The day to day management of the Local Authority including staffing matters is vested in the CE. In reality it is not possible for any one individual to carry into effect all executive functions and, consequently, it is normal practice to delegate some functions to Directors of Services and other staff. The Chief Executive makes his decisions by written “Chief Executive Order” and in making his decisions, must act in a way that is consistent with the policy which has been established by the Elected Members.

Below: Example of the range of Directorates in a given county. However each local authority is free to adopt its own titles & range of functions within directorates.



5. Role of the Chief Executive

5.1. Executive Functions:

The Chief Executive ensures that the policy issues adopted by the Elected Members are implemented. An important role of the Chief Executive is to advise the Elected Members in the determination of policy in accordance with agreed national policy. Every function of a Local Authority which is not a Reserved Function is an Executive Function of such Local Authority (Section 149 Local Government Act 2001 – 2014).

The Chief Executive and/or staff (Directors of Services) to whom functions are delegated discharge what are termed “Executive functions.”

In effect, day to day operational decisions called ‘Executive functions’ are a matter for the Council Executive but must have regard to the policy direction determined by the Elected Members; typically, executive decisions include:

- All Staff Matters,
- Planning Decisions,
- Housing Allocations,
- Budgetary Controls, *and*

Asset Management

While there is a clear distinction in legislation in relation to reserved and executive functions in reality the system operates on the basis of a ‘partnership’ approach between the Elected Representatives, the Chief Executive and the staff.

Role of the Chief Executive



Day to day
management of the
Council



Employee of the
Council



Executive Functions



Delegation of
Executive Functions



Carry into effect all
lawful decisions of
the Elected Council



Implementation of
Policy



Advise and assist the
Elected Council, CPG,
SPC's and LCDC

6. Procedures at Council Meetings

The procedures at Council meetings were covered by various pieces of legislation. Part 6 of the Local Government Act, 2001 (*amended by the Local Government Reform Act, 2014*) together with Schedule 10 of the Act now provide the framework for procedures at Council meetings. Meetings of the Local Authority (*Plenary Council*) and the Municipal Districts operate under Standing Orders. These are the rules and procedures by which meetings are governed.

Traditionally all Council Meetings were held in person. Minister for Housing, Local Government and Heritage signed an order in October, 2020 to allow County and City Councillors hold meetings and vote remotely. This ensured that any decisions made at such meetings are considered the same as decisions made by Elected Members in a physical location. Each Local Authority will agree with their Elected Members on the meetings to be held in person, remotely or hybrid. Procedure for hybrid meetings will be contained in the adopted Standing Orders.

6.1. Local Authority Meetings

Types of meetings: In every year a Local Authority must hold: -

- a.** An annual meeting
- b.** A budget meeting
- c.** Such other meetings as are necessary for the transaction of its business, i.e ordinary meetings.

In addition, a Local Authority may hold such special meetings as may be requisitioned by the Elected Members.

Each Local Authority must hold an annual meeting which is held normally in June. It is at this meeting that the Cathaoirleach or Mayor is elected by the other Members. In every year in which a local election is held, the annual meeting of a Local Authority shall be held on the fourteenth day after the polling day, or where the poll is for any reason countermanded, interrupted or adjourned, after the day on which the poll is completed or the fresh poll is held. Where the fourteenth day referred to is an excluded day the meeting shall be held on the next following day which is not an excluded day.

6. Procedures at Council Meetings

6.1. Local Authority Meetings

It is also at this meeting that different Elected Members are appointed to various committees of the Council as well as to other bodies.

1. Ordinary Meetings

The Ordinary Meetings of each Local Authority are held on a monthly basis.

2. Strategic Meetings/Special Meetings

Strategic Meetings/Special Meetings may be held from time to time as decided by the Council.

3. Local Property Tax

The Local Authority LPT Meeting is held during the period prescribed by statute for that purpose and is normally at the September Plenary Meeting.

4. Budget Meeting

The Local Authority Budget Meeting is held during the period prescribed by regulations for that purpose and is normally in the month of November on a date agreed by the Elected Members.

5. Annual Meeting

In every year in which a local election is held the Annual Meeting shall be held on the fourteenth day after polling day. In years which are not election years the Annual Meeting shall be held on a date agreed by the Elected Members in June.

6. Special Meeting called by the Cathaoirleach or by requisition

The Cathaoirleach may call a special meeting or a special meeting may be requested/requisition by a group of Elected Members.

Further information and guidance in relation to Standing Orders can be found in the following section.

6. Procedures at Council Meetings

6.2. Standing Orders

Standing orders are a set of rules which are adopted by the Elected Members for the proper control and regulation of proceedings at meetings of the Local Authority, or the Municipal Districts. Schedule 10 of the Local Government Act, 2001 provides that a Local Authority shall, subject to this Act and by resolution for which at least one-half of the total number of Members of the authority vote in favour, make standing orders for the regulations of its meetings and proceedings.

A Local Authority may include in standing orders all things that may appear to the Local Authority to be appropriate for that purpose. A copy of standing orders or any amendment must be sent or delivered by the meetings administrator to each Elected Member on his or her coming into office.

Examples of provisions included in Standing Orders:

- Holding of meetings
- Time and place of meetings
- Summoning and notification of meeting

- Public notice of meeting
- Constitution of meeting
- Chairing of meetings
- Quorums for meetings
- Election of the Cathaoirleach or Mayor
- Order of Business
- Confirmation of minutes
- Notices of motion, amending and revoking
- Motion of the purpose of dealing with urgent business
- Adjournment
- Order of debate,
- Votes and divisions
- Urgent questions
- Deputations
- Attendance of the public and media committees
- Suspension of standing orders
- Casual vacancy
- Miscellaneous
- Matters not covered by standing orders
- Duration of standing orders
- Revocation and commencement

Standing Orders can be amended by resolution of the Council and requires a majority of Members at which 2/3 of the Members of the Council are present. The Municipal Districts operate under their own Standing Orders.

6. Procedures at Council Meetings

6.3. Sample Agenda – Order of Business

Standing orders sets out the order of business to be conducted at a Council meeting. In the case of the ordinary meeting the agenda will read as follows:

- 1) Confirmation of minutes of previous meeting
- 2) Consideration of reports and recommendations (CE's Report)
- 3) Business prescribed by Statute, Standing Orders or Resolutions of the Council for transaction at such meeting (e.g. Disposal Resolutions, Local Authority own Developments (Part 8s), County Development Plans, Local Area Plans, Making of Byelaws, etc.
- 4) Other business set forth in the notice convening the meeting (receiving delegations, taking in charge of estates, receiving updates on strategic projects etc.)
- 5) Notices of Motion
- 6) Correspondence

6.4. Attendance at Council Meetings

- The Cathaoirleach or Mayor presides at Council Meetings where he/she may exercise a casting vote (*except the election of the Cathaoirleach/Mayor.*)
- The Chief Executive (*or his/her Deputy*) attends and takes part in discussion, but may not vote.
- The Meetings Administrator is assigned the responsibility for the procedural matters at Council Meeting and also in relation to notification and the organisation of Council Meetings.
- Public & media have a statutory right to attend meetings. However, the Council can decide to meeting 'in committee' due to the nature of the business to be discussed for either the whole or part of the meeting. This can only be exercised on a resolution passed by a majority of Members. The resolution must state why it is deemed necessary to meet in committee and the minutes must record the fact.
- Deputations may be received by prior resolution of the Council (*set out in standing orders.*)

6. Procedures at Council Meetings

6.5. Casual Vacancies

From time to time a casual vacancy may occur arising from the death, resignation or the disqualification of an Elected Member. A Casual vacancy shall be filled in accordance with Section 19 of the Local Government Act, 2001.

Some local authorities provide for the filling of a casual vacancy where the vacancy arises from the retirement of an Elected Member who was a non-party candidate at his/her election to the Council for example:

- (a) Where the retiring member nominates his/her successor such person so nominated shall be co-opted.
- (b) Where the retiring member does not nominate his/her successor, the vacancy shall be filled by the co-option of a person nominated by other Members of the Council who were non-party candidates at their election to the Council.



7. Local Authority Finance

7.1. Expenditure

The impact of local government on the social and economic life of its citizens both as providers of service and purchasers of goods and services is very substantial. The expenditure of local authorities can be classified under two headings; Revenue and Capital. Capital expenditure differs significantly from Revenue Expenditure.



7.2. Revenue Expenditure

Revenue Expenditure is the day-to-day expenditure of the Council, financed by state grants, rates on commercial property, property tax and miscellaneous income (*charges for services, housing loan repayments etc.*). Revenue expenditure is usually of a recurring nature and produces no permanent asset. The annual budget is based on revenue expenditure. The draft budget is prepared by the Executive and is adopted by the Council by way of reserved function at the annual budget meeting requiring the passing of a resolution.

7.3. Capital Expenditure

Capital Expenditure is financed by departmental grants, development contributions, sale of assets and borrowings. Capital expenditure is incurred on the creation of an asset having a life extending beyond the year for example house building, major improvement works, roads projects etc.

The power to borrow money is a reserved function and ministerial sanction is required.

7. Local Authority Finance

7.3. Capital Expenditure

Income:

The main sources of Local Authority current income are:-

- **Commercial rates:** levied annually and generally on the occupiers of commercial and industrial property. Each year the rate is set by the Members at the annual budget meeting .
- **Government Grants:** General grants and specific grants. General grants are non-specific and may be spent at the discretion of the Local Authority (e.g. *The Local Government Fund Grant*). Specific grants are for a specific purpose and are non-discretionary, for example road grants, civil defence, homeless assistance.
- **Local Property Tax (LPT):** The LPT replaced the household charge of €100 introduced in 2012, it is an annual tax charged on all residential properties and came into effect in 2013.
- **Miscellaneous sources of income:** Housing rents and annuities, repayment of housing loans, planning application fees, charges for refuse collection and disposal, fire charges, superannuation contributions, grave spaces fees, casual trading receipts, swimming pool receipts, leasing of lands etc.

Income from **development contributions** received under conditions attached to planning are used for capital expenditure.



7. Local Authority Finance

7.4. Annual Budget

The Local Authority is required to prepare a draft Local Authority budget setting out the estimated expenditure necessary to carry out its functions for the next financial year and the income estimated to accrue to it. The budget is prepared in the format prescribed by regulations made by the Minister and must balance, i.e. the proposed expenditure must be met from proposed income whether from goods and services, grants or rates.

Format of the Budget: The format of the budget is prescribed in the Accounting Code of Practice and the Local Government (*Financial Procedures and Audit*) Regulations, 2002. The income and expenditure is broken down between the following 8 Divisions:

1. Housing and building
2. Roads transportation and Infrastructure
3. Water Services
4. Development Management
5. Environmental Services
6. Recreation and Amenity
7. Agriculture, Education, Health and Welfare
8. Miscellaneous services.

7.5 The Revenue Account

The Revenue Account (*Operating Account*) covers the everyday expenses of the Council and includes areas such as housing maintenance, estate management, roads maintenance and restoration, land use planning, waste management, provision and operation of recreational facilities, administration and support costs, repayment of loan charges etc.

7.6 Preparing the Budget

The budget process normally commences with the Head of Department submitting their budgets to the Director of Finance. The Director of Finance and the Chief Executive will prepare the draft budget which will then be presented to the Corporate Policy Group for consideration. At this stage the Local Property Tax variation will have been decided and the overall implication for the budget process will be known.

7. Local Authority Finance

There are four main stages to the Local Authority budgetary process.

- 1) Agree the Budget Strategy and Local Property Tax variation.
- 2) Develop Draft Budgetary plans for the Municipal Districts.
- 3) Draft and Adopt the Statutory Annual Budget.
- 4) Prepare the Schedule of Municipal District Works and Service Delivery Plan.

The budget must balance, i.e. proposed expenditure must be met from proposed income, from whatever source.

7.7. Local Property Tax

Central Government agree the Local Property Tax (LPT) Allocations annually for the Local Authority and some local authorities are net contributors under the national equalisation model.

7.8 Annual Financial Statement (AFS)(End of Year Accounts)

The AFS is prepared in accordance with the Accounting Code of Practice and contains details of actual figures at year end. In accordance with the 2014 Act the AFS will:

- Be audited
- Will contain the Auditor's report which will be provided to the audit committee for consideration
- Will be presented by the Auditor who carried out the audit to the Audit Committee
- The Audit Committee shall report to the Council on its considerations.
- The AFS and Auditors report shall be submitted to the Elected Members for consideration.

7. Local Authority Finance

7.9. Report on Capital Projects

Before the start of each Local Authority financial year the Chief Executive must prepare and submit to the Elected Members a report setting out the programme of capital projects proposed by the Council for a three year period, having regard to available resources.

Section 135 of the Local Government Act, 2001 – 2014 provides for the furnishing of the Chief Executive's Report to the Elected Members indicating the programme of proposed capital projects and the consideration of the Elected Members of the Report. The Elected Members of the Council have the power to adopt by way of resolution the Chief Executive's Report on a three year programme of proposed projects under Section 135 of the Local Government Act, 2001 – 2014.

The Capital Programme may be considered at the statutory budget meeting. However, Section 135 provides for the Members to pass a

resolution to defer the Chief Executive Report on the Capital Programme to be considered at a meeting other than the Council's budget meeting.

7.10. Schedule of Municipal Works

Following the adoption of the annual budget, a schedule of proposed works of maintenance and repairs to be carried out in each Municipal District shall be prepared under the direction of the Chief Executive for adoption by the Elected Members of the Municipal Districts by resolution.



7. Local Authority Finance

7.11. Timeframe for the budgetary process

- Decision on LPT to be made by Elected Members by the 30th of September annually.
- Agree overall general municipal allocation.
- Consider other budget matters e.g. rates harmonisation (base year adjustments) and rates on vacant premises.
- Municipal Districts consider draft budgetary plans to adopt same no later than 21 days prior to the Local Authority budget meeting (Reserved Function). If the Municipal District Members do not adopt their draft budgetary plan the Chief Executive may take account of the draft budgetary plan as presented without amendment.
- The adopted draft Municipal District budgetary plans will be incorporated into the overall draft Local Authority budget.
- Statutory budget meeting convened during a period set out by the Minister (in November each year in order to finalise all budgets by 31st December)
- Elected Members have 14 days from the date of the first statutory meeting to adopt the budget.
- Following the adoption of the budget a schedule of proposed works in each Municipal District shall be prepared under the direction of the Chief Executive.
- The schedule of municipal district works shall be considered by the Municipal District Members concerned and be adopted by resolution, with or without amendment.

8. Committees

In many areas of local government activity more in-depth discussion can take place at committee level rather than at meetings for example. Membership to the committees is determined at the Annual Meeting of the Local Authority following the local elections.

8.1 Strategic Policy Committees

Strategic Policy Committees (SPCs) are Local Authority committees in City and County Councils whose membership includes Elected Councillors, representatives of business, farming interests, environmental/conservation groups, trade unions and community and voluntary members. It is the task of the Strategic Policy Committees (SPCs), as committees of the Council, to advise and assist the Council in the formulation, development and review of policy. Their remit does not extend to routine operational matters regarding the 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 the early stages.

Following the annual meeting and in an election year a new SPC scheme is prepared for adoption by the Elected Members.

SPCs for Local Authorities include:

- Economic Development, Enterprise and Planning
- Transportation, Safety and Emergency Services
- Local Community and Cultural
- Housing
- Environmental Services and Water

8.2 Corporate Policy Group

The Corporate Policy Group (CPG) is made up of the Cathaoirleach/Mayor of the Council, the Chairpersons of each of the Strategic Policy Committees, and where the Municipal District is not already represented by the chairperson of the Municipal District of his/her nominee. The CPG co-ordinates and links the work of the various SPCs and acts as a forum where policy decisions affecting the entire Council can be agreed for recommendation to the full Council. It can advise and assist the Council and propose arrangements

8. Committees

for the consideration of policy matters and the organisation of related business. The CPG must be consulted by the Chief Executive in the preparation of both the Corporate Plan and the Local Authority budget as well as other business as determined appropriate.

8.3. Local Community Development Committees (LCDC)

The role of the LCDC is to enhance the strategic planning and coordination of local and community development activity. Local Community Development Committees comprises public and

private sector members, including Local Authority Members and Officials, State agencies and private sector local and community development representatives.

LCDCs can comprise between 15 & 21 members drawn from a range of public and private socio-economic interests, though membership ranges typically from 17-19 members in most cases. Membership is determined locally with the majority of members drawn from the private sector. In a typical 19 member LCDC, 9 members are drawn from the public sector with 10 members drawn from the private sector.



8. Committees

8.4. Audit Committee

Each Local Authority must establish an Audit Committee in accordance with S122 of the Local Government Reform Act, 2014. The function of the audit committee is to:

- Review financial and budgetary reporting practices and procedures.
- Foster the development of best practice by the Local Authority of its internal audit function.
- Review any audited financial statement, auditor's report or auditor's special report and assess any actions taken by the Chief Executive in response to such report and report to the Council on its findings.
- Assess and promote efficiency and value for money with respect of the Council performance of its functions.
- Review systems that are operated by the Council for the management of risks.

The Audit Committee has an independent role in advising the Council on financial reporting processes, internal control, risk management and audit matters, as part of the systematic review of the control environment and governance procedures of the Council.



8. Committees

8.5. Community Safety Partnership

The Local Community Safety Partnership is a new government initiative which will bring together statutory services, the voluntary and community sector, local Councillors & community members to work together to identify and tackle community safety issues locally. The Local Community Safety Partnerships, established under the Policing, Security and Community Safety Act 2024, will replace the Joint Policing Committees (JPCs) in 2024.

New Local Community Safety Partnerships are being piloted in three areas: Waterford City and County, Longford County, and Dublin's North Inner City Local Electoral Area.

Community safety is a broad concept that goes beyond just policing and crime. It's about people being and feeling safe in their communities, and it includes everything from visible Gardaí to safe places for children to play.

Community safety needs a multi-agency approach, where services work together to deliver on the needs of individual communities.

How will this work?

The Local Community Safety Partnership will give the community a stronger voice in identifying and tackling the issues that individuals, families, young people, business owners and all members of the community face. Representatives of the community will make up 51% of the members of the Local Community Safety Partnership, meaning community voices will be the majority.

The Local Community Safety Partnership will work with the community to identify local priorities and use these to develop a local community safety plan that will be delivered in a collaborative fashion by all stakeholders.

8. Committees

8.6 Local Traveller Accommodation Consultative Committee (LTACC)

The LTACC is comprised of Elected Councillors, members of the Travelling community and representatives from community organisation. The role of the committee is to advise in the management of accommodation for Travellers and to provide a liaison between Travellers and officials of the County Council. The Housing (Traveller Accommodation) Act, 1998 provides for each Housing authority to adopt a Traveller Accommodation for their functional area. The LTACC has an important role to play in overseeing the implementation of that programme.

8.7 Appointment of Elected Members to committees and external bodies

Members are appointed to committees and external bodies at the new council's establishment. These appointments are made at Plenary Council meetings & typically last for the Council's term. Members should contact their Local Authority for a list of committees/external

bodies applicable to their local authority.

Right to form groups for certain appointments

In some instances where 2 or more persons are to be appointed to a particular body, Members have the right to form groups to ensure that they have representation on the body. For example, if the Local Authority had the power to nominate three Members to a body and there were nine Members at the meeting, then three Members could decide to call themselves a group and nominate a person to the body.

That person becomes a Member of the body without a vote being taken. The remaining two seats on the body are filled from the remaining six Members, and those that formed a group take no more part in the process. This mechanism was introduced by the Local Government (Reorganisation) Act, 1985 and was restated in the 2001 Act. This mechanism is designed to protect the representativeness and proportionality in the elected body. It stops dominance by majority voting, as had pertained prior to

8. Committees

8.7 Appointment of Elected Members to committees and external bodies

this arrangement. In all cases the number of Members necessary to form a group must be obtained by dividing the total number of Members present by the number of the appointments to be made (*or, if the number is a fraction, the next whole number*). This 'group procedure' does not apply as regards the appointment of persons who are not Members of a Local Authority.

At the meeting (*normally the Annual Meeting, following an election, when the business of making the appointments to committees and bodies*), the Elected Members who intend to form a group for a particular committee **must inform the Meetings Administrator in advance of the intention to form a group and submit in writing the names of the Elected Members in that group.**

Equity in Appointments etc:

The Council shall:

- Seek to promote the objective of an appropriate gender balance in the making of appointments by it to bodies to which paragraph 18 of the LG Act, 2001 applies and to other bodies and also may by resolution.
- Make rules that appointments made by it to bodies are made fairly and equitably taking into account the various interests represented on the authority and the totality of the appointments made to that body.

The right to form groups for certain appointments applies to the committees/bodies set out in Paragraph 18 of Schedule 10 Local Government Act 2001.

8. Committees

Section 141 of Local Government Act 2001 as amended:

Members appointed to a committee are required to represent the Local Authority. Where an Elected Member(s) is appointed to a committee to represent the Local Authority it is the duty of that member to represent the Local Authority and to present a report to it on the activities and operation of that body either annually or at any time if so requested by resolution or by the Cathaoirleach. Notwithstanding the requirements of Section 141 (1) of the Act, the disclosure of information to the Council which is confidential or which could not otherwise be disclosed is not required.

Attendances and payments:

It is a requirement of the Elected Members appointed to outside bodies or committees to notify the Council, within 15 working days of the end of each 3 monthly period to 31st March, 30th June, 30th September and 31st December, in each year, of all attendances of that Member at meetings and any payments made by or on behalf of that body (including details of distances travelled where payments are in respect of the use of a private vehicle) to the Member during that period.



9. Plans and Policies

9.1 National Plans/Strategies influencing Local Government Activities

Housing for All: The government's national housing plan to 2030, housing supports are available that aim to make housing more affordable and more energy efficient. The plan recognises that significant new supports are needed so that those who want to own their own home can do so, and that those who wish to rent are able to do so at an affordable rate. The plan provides supports to make homes warmer, healthier and more comfortable, with lower energy bills. Housing for All aims to deliver over 300,000 new homes between now and the end of 2030. This target includes 36,000 affordable purchase homes and 18,000 cost rental homes. The plan also aims to retrofit 500,000 homes by 2030 to a B2 or Cost Optimal BER standard.

Project Ireland 2040: National Planning Framework (NPF): It is a national document that will guide at a high-level strategic planning and development for the country over the next 20+ years, so that as the population grows, that growth is sustainable (in economic, social and environmental terms). Finalisation of the NPF alongside the ten-year National Development Plan will put together one plan to guide strategic development and infrastructure investment at national level. The NPF with the National Development Plan will also set the context for each of Ireland's three Regional Assemblies to develop their Regional Spatial and Economic Strategies taking account of and co-ordinating Local Authority County and City Development Plans in a manner that will ensure national, regional and local plans align.



9. Plans and Policies

National Development Plan 2021 - 2030: As part of Project Ireland 2040, the National Development Plan 2021-2030 sets out Ireland's over-arching investment strategy to make Ireland a better country for all and to build a more resilient and sustainable future. It is the largest and greenest National Development Plan (NDP) delivered in the country's history - €165 billion - with a particular focus on priority solutions to strengthen housing, climate ambitions, transport, healthcare and jobs growth in every region. It is part of the economic renewal for the decade ahead.

Metropolitan Area Strategic Plans (MASP)

The National Planning Framework targets significant growth and development in all five of Ireland's cities. To achieve this, Metropolitan Area Strategic Plans (MASPs) have been designated in the NPF and in the Region MASPs have been prepared for:

- *The Waterford Metropolitan Area;*
- *The Cork Metropolitan Area;*
- *The Limerick - Shannon Metropolitan Area;*

The MASPs are an essential component of the Regional Spatial and Economic Strategy for the Southern Region (RSES) published January 2020 and provide a framework for accelerated sustainable growth in each Metropolitan Area and a mechanism to ensure co-ordination between the local authorities in each MASP area. It is important to note that the MASP is a subset of the RSES and therefore this extract should be read in that context. The Regional Spatial Economic Strategy itself contains the overall policy (and relevant environmental assessments) for the Region and MASP and this extract should not be considered in isolation from the RSES.

9. Plans and Policies

National Adaptation Framework (NAF)

- The NAF sets out the national strategy to reduce the vulnerability of the country to the negative effects of climate change and to avail of positive impacts. The NAF was developed under the Climate Action and Low Carbon Development Act 2015. The NAF builds on the work already carried out under the National Climate Change Adaptation Framework (NCCAF, 2012). The NAF outlines a whole of government and society approach to climate adaptation in Ireland. It also aims to improve the enabling environment for adaptation through ongoing engagement with civil society, the private sector, and the research community.

NOAC National Oversight and Audit Commission (NOAC)

- The National Oversight and Audit Commission (NOAC) is the national independent oversight body for the local government sector in Ireland. It was established in July 2014 under the Local Government Reform Act 2014 to provide independent oversight of the local

government sector (local associated bodies), including Regional Assemblies. NOAC's functions are wide ranging, covering all Local Authority activities and involving the scrutiny of performance generally and financial performance specifically. There are 44 Local Authority performance indicators across the wide range of services and a report is prepared for presenting to the Elected Members annually.

NOAC also has a role in supporting best practice, overseeing implementation of national local government policy and monitoring and evaluating implementation of corporate plans, adherence to service level agreements and public service reform by local government bodies. A Government Minister may also request that NOAC prepare a report relevant to its functions on any specified aspect of local government.

9. Plans and Policies

9.2 Regional Planning

Regional Spatial and Economic Strategy (RSES) – The RSES sets out the strategic regional development framework for the Region, with a primary aim to implement Project Ireland 2040 - the National Planning Framework, at the regional tier of Government and to support the achievement of balanced regional development.

The Planning and Development Act 2000 (as amended) requires that all City & County Development Plans and variations are consistent with the RSES and relevant national policy, with draft development plans or proposed variations to development plans referred by the relevant Local Authority to the Regional Assembly. The Regional Assembly considers the consistency of the draft with the RSES and can make formal recommendations to the Local Authority on what amendments, in the opinion of the Regional Assembly, are required to ensure consistency of the proposed variation to the development plan and its core strategy with the RSES.

The Assembly is a prescribed body under the Planning and Development Act 2000 (as amended), which means that it must be consulted in relation to certain planning matters as specified in the Act. The RSES provides a long-term, strategic development framework for the future physical, economic and social development of each Regional Assembly, and sets out a vision for each Region to:

- *Nurture all our places to realise their full potential*
- *Protect, and enhance our environment*
- *Successfully combat climate change*
- *Achieve economic prosperity and improved quality of life for all our citizens*
- *Accommodate expanded growth and development in suitable locations*
- *Make the Southern Region one of Europe's most creative, innovative, greenest and liveable regions.*

9. Plans and Policies

9.2 Regional Planning

Regional Waste Management Plans – Waste management planning is the responsibility of local authorities under Part II of the Waste Management Act, 1996.

The making of a waste management plan is an obligation of EU Member States, as required by Article 28 of the Waste Framework Directive, and Member States can ask regional or Local Authorities to make regional or local plans. There are three existing Regional Waste Management Plans, Southern, Eastern/Midlands, and Connacht Ulster.

Waste Management Plans must be evaluated every six years and revised as appropriate. Relevant stakeholders, authorities and the general public must have an opportunity to participate in this process.

The three Regional Waste Management Planning Lead Authorities have adopted their Waste Management Plans for a Circular Economy. The plans give effect to national and EU waste policy, and address waste prevention and management (including generation, collection and treatment).



9. Plans and Policies

9.3 Local Statutory Plans

- **Corporate Plan 2019 – 2024** - sets out the strategic framework for action during the lifetime of the council. All corporate plans will be reviewed following the local elections and for the lifetime of the Council.
- **City/County Development Plan 2021 - 2027** – sets out an overall strategy for the proper planning and sustainable development of the functional area of the county over the life time of the plan and beyond.
- **Local Economic and Community Plan (LECP) 2023 - 2028** - Sets out a vision for economic progress and community development within a Local Authority.
- **Irish Language Scheme** - promotes the availability of public services through Irish and contributes to sustaining the language in the county. New standards will be introduced under the Official Languages (Amendment) Act 2021.
- **Annual Report** – details the activities and achievements of the Local Authority in delivering services and infrastructural projects for the previous year.
- **Annual Service Delivery Plan** – sets out the objectives for service delivery and performance standards to be achieved for the year.
- **Annual Financial Statement** – the accounts of the Local Authority for the preceding year.
- **Audit Committee Annual Report** – the report outlines the work of the committee in the previous year.
- **Budget** – the Budget sets out the revenue budget for the coming year and shows amounts estimated to meet expenses and provide for liabilities and requirements of the Local Authority for the financial year.

9. Plans and Policies

9.3 Local Statutory Plans

- **Capital Programme** – the report outlines the programme of capital projects proposed by the Local Authority for the forthcoming and following two financial years having regard to the availability of resources.
- **Litter Management Plan** - the plan details the measures being taken by the County Council in relation to litter prevention and control in the period of the plan.
- **Local Area Plans** – A Local Area Plan (LAP) sets out a strategy for the proper planning and sustainable development of a specific area within a Local Authority and for a timescale as specified by the authority. The plan must consist of a written statement and map or maps, which set out the local authorities' objectives for the plan area.

- **Strategic Policy Committees (SPC) Scheme 2019-2024** – *sets out the structure and role of the SPCs.*

9.4 Bye Laws

A Local Authority may make bye laws for or in relation to the use, operation, protection, regulation or management of any land, services, or any other matter provided by or under the control or management of the Local Authority. (Part 19 of the Local Government Act 2001, as amended).

Examples of Bye Laws

- Cemetery Bye Laws (to regulate burials)
- Car Parking Bye Laws (to regulate parking in an area)
- Speed Limit Bye Laws
- Waste Management Bye Laws
- Alcohol Bye Laws (to regulate the consumption of alcohol in areas)

10. Ethics and Governance

Local Government Act, 2001 – Part 15

The Local Government Act 2001 sets out a new ethical framework and imposes a statutory duty of all in the local government service to maintain proper standards of integrity, conduct and concern for the public interest.

Role of Ethics Registrar

The Ethics Registrar has a duty to notify Members and relevant employees of the requirement to submit their annual declaration and must compile the public register of interests. No person shall perform the functions of an Ethics Registrar for a continuous period exceeding 2 years.

In the first week of January in every year, or as soon thereafter in that month as circumstances permit, the Ethics Registrar must send to each Member and relevant Employee –

(a) A notice informing them of the requirement to furnish an annual declaration. The notice draws attention to the Elected Members that they must declare that they have read the Code of Conduct for Councillors and further declare that

they understand its meaning *and*

(b) The prescribed annual declaration which includes *a declaration that they have read the Code of Conduct for Councillors* and a further declaration **that they understand its meaning** and an *undertaking to have regard to and be guided by the Code of Conduct* in the exercise of their functions.

When the Ethics Registrar has issued the forms, the fact of their issue must be brought to the attention of the next Local Authority meeting.

When the Ethics Registrar has issued the forms, the fact of their issue must be brought to the attention of the next Local Authority meeting.

The annual declarations must be returned to the Ethics Registrar no later than the **last day of February** and entered into the register.

10. Ethics and Governance

Role of Ethics Registrar

In a local election year, the Ethics Registrar must send the notice and annual declaration form too each councillor who was not a member of the Local Authority in question immediately prior to the local election. Such notice must be sent within two weeks of the ordinary day of retirement. Councillors, who are re-elected to their 'own' authority, will have already complied with the relevant requirements when they submitted their Annual Declaration Forms in the previous January/February and will not be required to complete the form mid-year in an election year.

In local election years, incoming Members, who were not Members of the Local Authority in question immediately prior to the local elections, must return their forms within a period **no later than 6 weeks from the ordinary day of retirement.**

Declarable Interests – S.171

An **Annual Declaration of interests** must be made in respect of the following:

- Profession, Occupation etc.
Relating to dealing in or developing land
- Other profession, Occupation etc.
- Land (ownership, interest)
(includes all property including buildings, dwellings etc.)
- Company Business of dealing in land etc.
- Shares – value in excess of €12,697.38
- Directorships
- Gifts, Property and Services in excess of €634.87
- Local Authority Contracts in excess of €6,348.69
- Political or Public Affairs, Lobbying etc.
- Any other Additional Interests

The Register of Interests is a Public Register and may be viewed by a member of the public on request. Copies of completed declaration forms are published on the Council Website.

10. Ethics and Governance

Disclosure of Interests at meetings by Councillors – S.177

You must disclose a pecuniary (i.e. financial) or other beneficial interest, of which you have **“actual knowledge”**, that you or a connected person has in a matter which arises at a meeting of the Local Authority or a meeting of a committee, joint committee or joint body of a Local Authority; and take no part in the discussion or consideration of the matter. If you have **“actual knowledge”** that such a matter will arise at a meeting at which you will not be present, you must make a disclosure in writing to the Ethics Registrar in advance of the meeting.

You are prohibited from influencing or seeking to influence a decision of the Local Authority in respect of any matter in which you have **‘actual knowledge’** that you or a *connected person* has a pecuniary or other beneficial interest.

A *connected person* means a brother, sister, parent or spouse or civil partner within the meaning of the Civil Partnership and Certain Rights and Obligations of Cohabitants Act 2010 of the person or a child of the person or of the spouse. A spouse include a person with whom you are co-habiting

Failure to comply with the requirement of Section 171 or 177 of the Act is an offence.

11. Code of Conduct for Councillors

The Minister issued a Code of Conduct for Councillors under S.169 of the Local Government Act 2001 in 2004. A revised Code of Conduct was published in 2019.

The purpose of the code is to set out principles and standards of conduct and integrity for councillors, to inform the public of the conduct it is entitled to expect and to uphold public confidence in local government. This code is complemented by a separate code which applies to Local Authority staff.



Main Features:

1. Introduction
2. General Conduct and Behaviour
3. Local Authority Meetings and satisfactory working relationships
4. Conflict of Personal and Public Interest
5. Planning
6. Lobbying
7. Gifts
8. Hospitality
9. Social Media and use of Council equipment
10. GDPR
11. Personal Dealings with Local Authority
12. Regard for Council Resources
13. Contraventions
14. General

11. Code of Conduct for Councillors

Both Councillors and staff have the common interest of serving the community, however their responsibilities are distinct. Councillors are responsible to the electorate for their elected term of office. Staff are responsible to the Chief Executive in carrying out their duties and must adhere to the respective Grievance and Disciplinary and Dignity at Work Policies. Mutual respect and courtesy between Councillors and Employees is essential to good local government and should be maintained at all times.

Protocol for dealing with complaints against Elected

Members: This protocol is written having regard to the Code of Conduct for Councillors with specific reference to Part 15 Ethical Framework for the Local Government Service. This protocol is only intended to deal with complaints of contravention of the Code of Conduct of Councillors. Complaints which are considered to come under other Council policies and procedures will be dealt with in accordance with those policies and procedures e.g. Dignity at Work Policy and Procedures. Please contact your Local Authority for a copy of this protocol.



12. Local Elections (Disclosure of Donations and Expenditure) Act 1999

Donation Statements

Every person who, in the preceding year, was a member of a Local Authority is required, under section 19E of the Local Elections (Disclosure of Donations and Expenditure) Act 1999 to furnish to their Local Authority, *not later than January 31st*, a donation statement indicating whether during the preceding calendar year the member received from the same person, a donation exceeding *€600 in value*.

If a person makes more than one donation to the same member in the same year, the value of the donations must be aggregated and treated as a single donation. For each donation *over €600*, the value must be stated together with the name, address and a describing of the person by, or on whose behalf, the donation was made.

With effect from 2013, the following additional information must now be provided on the donation statement:

- *The date on which the donation was received;*
- *Whether the donation was requested from the donor, and if so, the name of the person who requested the donation and;*
- *Whether a receipt issued to the donor in respect of the donation, and if so, the date on which the receipt issued and the name of the person who issued the receipt.*

The donation statement must be accompanied by a *statutory declaration* that, to the best of the member's knowledge and belief, the statement is correct in every material respect and that he or she has taken all reasonable action in order to be satisfied as to its accuracy.



12. Local Elections (Disclosure of Donations and Expenditure) Act 1999

What is Donation under the Act?

A donation to a member of a Local Authority means any contribution given for *political purposes* by any person, whether or not a member of a political party, to a candidate at an election or a member of a Local Authority, political party or third party in connections with an election, plebiscite or campaign which is accepted in whole or in part by or duly on behalf of such person and includes:

- Any donation of money.
- Any donation of property or goods.
- Any conferring the right to use, without payment or other consideration, indefinitely or for a specified period of time, any property or goods.
- Any supply of services without payment or other consideration.
- Any difference between the commercial price and the price charged for the purchase, acquisition or use of property or goods or the supply of any service where the price, fee or other consideration is less than the commercial price.

- In the case of a contribution made by a person in connection with an event organised for the purpose of raising funds for a candidate at an election, any proportion attributable to that contribution of the net profit, if any, deriving from the event, *and*
- A payment by a person on their own behalf or on behalf of one or more than one other person, of a fee or subscription for membership or continued membership of a political party.

Where a person makes more than one donation to the same member of a Local Authority in the same calendar year, the value of the donations must be aggregated and treated as a single donation.

Prohibited Donations

A member of a Local Authority must not, either directly or through an intermediary, accept the following donations:

1. Donations over the Statutory Limit

A donation with a value exceeding €1,000 from the same donor in the same calendar year.

12. Local Elections (Disclosure of Donations and Expenditure) Act 1999

If a person makes more than one donation to the same member in the same year, the value of the donations must be aggregated and treated as a single donation.

2. Foreign Donations

A donation, of any value, from an individual (other than an Irish Citizen) who resides outside the island of Ireland or from a body corporate or an unincorporated body of persons which does not keep an office in the island of Ireland from which at least one or more of its activities is directed.

3. Anonymous Donations

An anonymous donation exceeding €100 in value.

4. Donations by Intermediaries

An intermediary is 'a person who makes a donation on behalf of another person'. An intermediary must inform the recipient in writing that the donation is being made on behalf of another person and provided the name, description and postal address of the person on whose behalf the donation is being made.

5. Corporate Donations

Donations given by a corporate donor to a member of a Local Authority, local election candidate, political party or third party cannot be accepted if they exceed €200, unless the corporate donor is registered with the Standards in Public Office Commission. If an unregistered corporate donor makes more than one donation to the same member in the same year, the value of the donations must be aggregated and treated as a single donation.

A donation above €200 from a registered corporate donor must also be accompanied by a statement that the making of the donation was approved by the Members, shareholders or trustees of the donating body together with a statutory declaration from the donor.

6. Cash Donations

The maximum amount that can be accepted by a Member of a Local Authority as a cash donation in a calendar year from the same donor is €200.

12. Local Elections (Disclosure of Donations and Expenditure) Act 1999

Political Donations Accounts

*A Member of a Local Authority, a local election candidate or a third party who receives, in any particular year, a monetary donation of **more than €100** must open and maintain an account in a financial institution in the State and must lodge that donation and any further monetary donations received, of whatever value to that account (referred to as a political donation account).*

***Not later than January 31st** in each year, a member of a Local Authority who was required to open a political donations account must furnish to the Local Authority, along with the donation statement, **a statement provided by the financial institution** where the political donations account was opened. The statement must specify the transactions that have taken place in relation to the account during the preceding year together with a certificate stating that all monetary donations received during the preceding year after the account was opened*

were lodged to the account and that all amounts debited from the account were used for political purposes.

*The certificate must in each case be accompanied by a **statutory declaration** that, to the best of the Local Authority Member's knowledge and belief, the certificate is correct in every material respect and that all reasonable action has been taken in order to be satisfied as to the accuracy of the certificate.*

The Local Authority will retain the statement from financial institutions and the accompanying certificates and statutory declarations and will not disclose the contents thereof, unless ordered by a court to do so or where disclosure is required in connection with an investigation held by the Local Authority.



13. Regulation of Lobbying Act 2015 & the Regulation of Lobbying and Oireachtas Act 2023

The Regulation of Lobbying Act 2015 came into operation on the 1st September 2015. The Act is designed to provide information to the public about lobbying, on whose behalf it is being carried out, what the issues involved in lobbying are, what the intended result of lobbying is and who is being lobbied. The Standards in Public Offices Commission are the regulator of lobbying.

The Regulation of Lobbying and Oireachtas (Allowances to Members) (Amendment) Act 2023 was passed into law on 22 June 2023. The amendments to the Regulation of Lobbying Act 2015 aim to strengthen compliance and enforcement, most notably of the ‘cooling-off’ provision, and also through the insertion of an ‘antiavoidance’ clause. With a view to bringing more transparency to lobbying activity and closing off unintended loopholes, it extends the Act’s provisions to lobbying activity by certain representative and issue-based bodies.

As a Councillor you are a Designated Public Official (DPO). County Councils are required to publish a list of DPO’s on their website where your details are listed. Guidance notes for Designated Public Officials and Guidance for Local Authority Members are both available at www.lobbying.ie.

All Designated Public Officials should identify themselves as such on their e-mail signature (including e-mails issuing from mobile devises) business cards and correspondence.

Example of text to be included on all correspondence:

“Designated Public Official under the Regulation of Lobbying Act 2015”

In relation to committee meetings’, including SPC’s, a transparency code is in place, this is on the Council’s website. All agendas and minutes of SPC and committee meetings are published on the Council’s website.

13. Regulation of Lobbying Act 2015 & the Regulation of Lobbying and Oireachtas Act 2023

There are specific guidelines on zoning and development. They can be found at www.lobbying.ie.

When drawing up development plans or local area plans, local authorities engage in a formal public consultation process. This means members of the public may make a submission to the Local Authority setting out their views on the proposed plan. Making a person's views known to a Local Authority as part of a formal public consultation process is not lobbying.

Communicating, however, with a Designated Public Official outside the formal public consultation process about a development plan or local area plan or a proposal to zone or re-zone particular lands may be lobbying. (For example, contacting a local TD or County Councillor about a development plan or a proposal to zone or re-zone particular lands outside the formal public consultation process)

Obligations of the Elected

Member: While Elected Members do not themselves have statutory obligations under the legislation, they should ensure that those who lobby them are made aware of their duties. Elected Members should have regard to the following:

- Councillors are designated public officials (DPOs) in accordance with the Regulation of Lobbying Act 2015. A Councillor should be proactive in advising possible lobbyists that he/she is a DPO when attending a meeting, participating in a conference call, etc. to assist people communicating with him/her in understanding and complying with their obligations.

13. Regulation of Lobbying Act 2015 & the Regulation of Lobbying and Oireachtas Act 2023

- Communication with a DPO on zoning or development outside of the regular application or public consultation processes is lobbying in accordance with the Act. The person communicating with a Councillor must register and submit returns of their lobbying activity. The obligation to register and submit returns rests with the person lobbying, not the Councillor.
- Councillors should have regard to the Regulation of Lobbying Act 2015. It is advised that they become familiar with the Act, the Standards Commission's Code of Conduct for persons carrying on lobbying activities and tailored Guidance for Local Authority Members published by the Commission, in order to facilitate the compliance of constituents engaged in lobbying. More information is available on the Commission's website, www.lobbying.ie.



14. General Data Protection Regulations

The General Data Protection Regulation (**GDPR**) is a legal framework that sets guidelines for the collection and processing of personal information from individuals who live in the **European Union (EU)**. The Data Protection Act 2018 (the Act) which was signed into law on the 25th of May 2018 has given further effect to the GDPR and, in particular, has provided a framework which should ensure the ongoing ability of Elected Representatives to continue to process personal data as part of their functions.

Elected Members of Local Authorities are also data controllers and are subject to the GDPR.

Personal data - The term 'personal data' means any information concerning or relating to an living person who is either identified or identifiable (such a person is referred to as a 'data subject').

An individual could be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number,

location data, an online identifier (such as an IP address) or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual. What identifies an individual could be as simple as a name or a number or could include other identifiers such as an IP address or a cookie identifier, or other factors.

Special category personal data -

Certain types of sensitive personal data are subject to additional protection under the GDPR. These are listed under Article 9 of the GDPR as "special categories" of personal data. The special categories are:

1. Personal data revealing racial or ethnic origin.
2. Political opinions.
3. Religious or philosophical beliefs.
4. Trade union membership.
5. Genetic data and biometric data processed for the purpose of uniquely identifying a natural person.
6. Data concerning health.
7. Data concerning a natural person's sex life or sexual orientation.

14. General Data Protection Regulations

This does not include personal data about criminal allegations, proceedings or convictions, as separate rules apply. If you have official authority, you can process personal data about criminal convictions and offences, because you are processing the data in an official capacity.

Special category data includes personal data revealing or concerning the above types of data. Therefore, if you have inferred or guessed details about someone which fall into one of the above categories, this data may count as special category data. It depends on how certain that inference is, and whether you are deliberately drawing that inference.

The processing of special category data is prohibited unless the data subject has given their explicit consent before processing begins or the processing is authorised by law, for example, to protect the interests of a data subject, to comply with employment legislation or for reasons of public interest.

Data Controller - A 'controller' means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.

Data Processor - A 'processor' means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

Data Subject - A data subject is an identified or identifiable natural person. The concept is key to determining what is personal data (*i.e. information relating to a data subject*) and which persons have rights under the GDPR.

14. General Data Protection Regulations

An ‘identifiable natural person’ is a living person who can be identified, directly or indirectly, in particular by reference to an identifier (such name, identification number, location data and other examples set out in Article 4(1) of the GDPR). A deceased person is not a data subject under the GDPR.

The Data Protection Commission (DPC) is the national independent authority responsible for upholding the fundamental right of individuals in the EU to have their personal data protected. The DPC is the Irish supervisory authority for the GDPR and also has functions and powers related to other important regulatory frameworks including the Irish ePrivacy Regulations 2011 and the EU Directive known as the Law Enforcement Directive and further information is available on its website www.dataprotection.ie.

The DPC has developed a guide for Elected Representatives with the aim of identifying and addressing the most pertinent issues regarding the processing of personal data, which affect public representatives in carrying out their functions.

Additionally, each Local Authority has its own guidance on the processing of personal data in the context of making representations by Elected Representatives that should be referred to.



15. Freedom of Information (FOI) and the Elected Member

Introduction

The [Freedom of Information Act 1997](#) (FOI Act) as amended by the [Freedom of Information \(Amendment\) Act 2003](#) obliged government departments, the Health Service Executive (HSE), local authorities and a range of other public bodies to publish information on their activities and to make the information that they held, including personal information, available to citizens.

The [Freedom of Information Act 2014](#) came into effect in October 2014 and repealed the 1997 and 2003 Acts. The 2014 Act introduced a number of changes to the Freedom of Information system and widened the range of bodies to which the FOI legislation applies - it now applies to all public bodies, unless they are specifically exempt. It also allows for the Government to prescribe (or designate) other bodies receiving significant public funds, so that the FOI legislation applies to them also.

Rules

The Freedom of Information Act 2014 provides the following statutory rights:

- A legal right for each person to access information held by a body to which FOI legislation applies – known as an FOI *body*
- A legal right for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading
- A legal right for each person to obtain reasons for decisions affecting himself/herself.

Local Authorities are subject to the Freedom of Information Acts and Elected Members should bear in mind that any correspondence submitted by them to any Local Authority, including their own, may be released to any person submitting a valid FOI request. This applies to letters, email and text messages. Elected Members need to bear this in mind when corresponding with a Local Authority.

15. Freedom of Information (FOI) and the Elected Member

Requests for information

Any person can ask for the following records:

- Any records relating to them personally, whenever they were created
- All other records created after a certain date, which is:
 - 21 October 1998 for the HSE and local authorities.
 - 21 April 1998 for public bodies that were covered by the old FOI legislation.
 - 21 April 2008 for public bodies that were not covered by the old FOI legislation .
 - The date of the prescribing order (or a specified date) for prescribed bodies.

A record can be a paper document or information held on computer. It includes, for example, printouts, maps, plans, microfilm, audio-visual material, disks and tapes. There is no longer any fee for making an FOI application to a Local Authority, but there may be fees where the cost of retrieving the record is significant and there are fees for appeals to the Office of the Information Commissioner.

How to Apply

It is important to note that you may not need to use the Freedom of Information Act to request information from an FOI body. A large amount of material is already available to the public through websites, information leaflets, publications and responses to enquiries. Most organisations have a dedicated information section, which is available to assist you with general queries, requests for information and publications.

If the information you require is not readily available, you must make your request in writing to the FOI Unit of the body that holds the records and your application should refer to the Freedom of Information Act 2014. If your application for information does not mention the Act, it will be dealt with as an ordinary request for information. If information is required in a particular form (for example, photocopy or searchable electronic format) you should specify this in your request.

15. Freedom of Information (FOI) and the Elected Member

Try to be as specific as you can, to help the body to identify the information you require. Where possible, try to indicate the time period for which you wish to access records (for example, records created between December 2017 and August 2018).

Under the Act, the FOI body must acknowledge a request for records within 2 weeks and, in most cases, respond to it within 4 weeks. If a third party is involved, there may be another 3 weeks before you receive a response.

You can find more [information about making an FOI request](#) on foi.gov.ie.

FOI Review Procedures

If you are not satisfied with the response of the FOI body to any aspect of your request for information (for example, refusal of information, form of access, charges) you can seek to have the decision re-examined. Also, if you have not received a reply within 4 weeks of your initial application (this is deemed to be a refusal of your request) you can seek to have the decision re-examined.

The internal review of an FOI decision is carried out by more senior members of staff within the body and must be made within 3 weeks. An application for review of a decision should be addressed to the FOI Unit of the body involved. A fee of €30 applies to this review.

FOI appeals to the Office of the Information Commissioner

If you are still unhappy with the decision, you have the right to appeal the decision to the Information Commissioner. The Information Commissioner investigates complaints of non-compliance with FOI legislation and generally promotes a freedom of information culture in the public service. A fee of €50 applies to this review.

15. Freedom of Information (FOI) and the Elected Member

Where to Apply

Send your FOI request to the **FOI Unit of the body that holds the records.**

To ask for review of a decision, apply to the **FOI Unit of the body that made the decision.**

If you have a further appeal, you should address it to:

The Office of the Information Commissioner, 6 Earlsfort Terrace, Dublin 2, D02 W773.

Opening Hours: 9.15 am to 5 pm, Monday to Friday

Tel: +353 (0)1 639 5689

Homepage: <http://www.oic.ie> |

Contact: <http://www.oic.ie/contact/>

Email: info@oic.ie

Access to Information on the Environment (AIE) Requests

You have the right to obtain certain environmental information from a public authority, such as a Local Authority. This right to access Environmental information comes from Directive 2003/4/EC of the European Parliament, and the Access to Information on the Environment Regulations 2007 – 2018.

How to Apply

To make a request for information under the Access to Information on the Environment Regulations submit your request in writing:

- by email to the **AIE Unit of the body that holds the records** with AIE Request in the subject title, *or*
- by post to AIE Officer, the **AIE Unit of the body that holds the records**
- State in your communication that your application for information is being made under the 'Access to Information on the Environment Regulations 2007-2011'
- State, as accurately as possible, the nature of the environmental information you wish to request
- Provide your contact details

The AIE Officer will acknowledge receipt of your request and endeavour to respond to you no later than one month from the date of receiving your application. If your request for information is complex or a large volume of information is required, the AIE Office will write to you within one month and inform you of the difficulties processing your request

15. Freedom of Information (FOI) and the Elected Member

and provide you with a new date by which they will respond. This date will be no more than 2 months after receipt of your original request.

Eligible Information

The Regulations/Directive covers information held in written, visual, aural, electronic or any other material form. There are 6 categories of information within this Directive:

- The state of the elements of the environment, e.g. air, water, soil, land, landscape, biological diversity.
- Factors affecting, or likely to affect, the elements of the environment, e.g. energy, noise, radiation, waste, other releases into the environment.
- Measures designed to protect the elements of the environment, e.g. policies, legislation, plans, programmes, environmental agreements.
- Reports on the implementation of environmental legislation.
- Analyses and assumptions used within the framework of measures designed to protect the environment.

- The state of human health and safety, the food chain, cultural sites and built structures in as much as they may be affected by the elements of the environment.

Fees

As provided for in the AIE Regulations, there is no initial fee required when lodging a request for information under AIE. A public authority may however, charge a reasonable fee for supplying environmental information in accordance with the Regulations. Details of charges, if any, will be advised in the initial stages of processing the request.

This charge may include not only postal and photocopying costs, but also to costs attributable to the time spent by staff on answering an individual request for information, which includes the time spent on searching for the information and putting it in the form required.

15. Freedom of Information (FOI) and the Elected Member

AIE Internal Review Procedures

There are reasons when you can be legally refused access to environmental information. However, if a public authority refuses your request for information or if you feel that your request has not been handled appropriately, you can seek an internal review by the public authority.

If you require an internal review, you must request it within 1 month of receiving the decision by putting your appeal in writing.

AIE appeals to Office of the Commissioner for Environmental Information (OCEI)

If you are not satisfied with the outcome of the internal review you can appeal the decision to the Commissioner for Environmental Information (CEI) at:

6 Earlsfort Terrace, Dublin 2, D02 W773.

Phone: +353-1-639 5689

Email: info@ocei.ie

In order to have a right of appeal to OCEI you must have requested an internal review from the public authority.

You must appeal to the CEI within one month of receiving the AIE body's decision on your request for internal review.

An appeal to the Commissioner for Environment Information is €50 or €15 if the applicant is the holder or dependent of a holder of a medical card, or a third party appealing the decision to release certain information.

Further information is available on the OCEI website at the following address

<https://www.ocei.ie/making-an-appeal/who-can-appeal/>

16. The Protected Disclosures Act

The Protected Disclosures Act 2014 became operational on 15th July 2014 and has been amended by the Protected Disclosures (Amendment) Act 2022 which commenced on 1st January 2023.

The 2022 Act also establishes the Office of the Protected Disclosures Commissioner and appoints the Ombudsman as the Protected Disclosures Commissioner (the “Commissioner”). The Commissioner has a role in the handling of external reports made under section 7 of the Act (as amended) and reports made to Ministers under section 8 of the Act.

The Act is intended to provide a robust statutory framework within which workers can raise concerns regarding a potential wrongdoing that has come to their attention in the workplace in the knowledge that they can avail of significant employment and other protections if they are penalised by their employer or suffer any detriment for doing so. The primary purpose of the Protected Disclosures legislation is to promote and encourage the development of a positive workplace culture in which raising concerns regarding potential

potential wrongdoing is valued and appropriate action is taken by employers in response to such disclosures.

"Protected Disclosure" means the disclosure of relevant information, which in the reasonable belief of the worker tends to show one or more **relevant wrongdoings** and came to the attention of the worker in a work related context.

‘Worker’ includes employees (including temporary and former), contractors, consultants, agency staff, former employees, temporary employees, interns/trainees, members of defence force and reserve defence force. With the introduction of the 2022 Amendment Act a ‘worker’ is now defined to include:

- Shareholders
- Member of the administrative, management or supervisory body of an undertaking including non-executive members.
- Volunteers
- Acquires information on a relevant wrong doing during a recruitment process or other pre-contractual process.
- Students on work experience/ training for employment.

16. The Protected Disclosures Act

The following matters are **relevant wrong doings**:

(a) that an offence has been, is being or is likely to be committed,

(b) that a person has failed, is failing or is likely to fail to comply with any legal obligation, other than one arising under the worker's contract of employment or other contract whereby the worker undertakes to do or perform personally any work or services,

(c) that a miscarriage of justice has occurred, is occurring or is likely to occur,

(d) that the health or safety of any individual has been, is being or is likely to be endangered,

(e) that the environment has been, is being or is likely to be damaged,

(f) that an unlawful or otherwise improper use of funds or resources of a public body, or of other public money, has occurred, is occurring or is likely to occur,

(g) that an act or omission by or on behalf of a public body is oppressive, discriminatory or grossly negligent or constitutes gross mismanagement,

(h) that a breach has occurred, is occurring or is likely to occur,

(h) that information tending to show any matter falling within any of the preceding paragraphs has been, is being or is likely to be concealed or destroyed.

Council Protected Disclosures

Policy: A copy of each LA's Protected Disclosures Policy and Procedures is available on each Council's website.

Audit Committee Protocol for dealing with receipt of disclosures about financial reporting or other financial matters

In accordance with the Local Government (Audit Committee) Regulations, 2014, each Local Authority Audit Committee must ensure that procedures are in place whereby employees of the Council may, in confidence, raise concerns about possible irregularities in financial reporting or other financial matters, and that it is available to view on the Council's website.

17. General Information, Payments and Expenses

Financial Supports for Elected Members:

- Annual Remuneration Payment (salary type payment)
- Allowance for expenses (towards local authority related meetings and representing your Municipal District/Electoral Area)
- Local Representation Allowance Vouched and unvouched administrative expenses (LRA)
- Other Travel and Subsistence
- Allowance for Members of Municipal Districts/Area Committees
- Cathaoirleach's/Mayor's and Leas-Chathaoirleach's/Deputy Mayor's allowance
- Allowance for SPC Chairperson
- Retirement Gratuity

Annual Remuneration Payment

Latest Circular Letter LG 12/2024 dated sets out the details in relation to the remuneration payment (see Appendix 4) - Remuneration payment from 1st June, 2024 is €29,888 per annum. This payment is made fortnightly and is subject to Tax PRSI & Universal Social Charge.

Allowance for Expenses

Circular letter LG05/2022 and 2021 Regulations set out the details in relation expenses and allowances for Local Authority Members. There are 3 elements to this payment:

1)Local Representation Allowance

The total Local Representation Allowance is worth up to €5,160 per annum and is payable without deduction of tax with effect from 1 January 2022, in accordance with Circular letter LG05/2022 and 2021 Regulations.

Vouched expenditure:

- *A member can claim up to a maximum of €4,200 per year for various administrative expenses incurred in their role as a Councillor. Invoices and receipts must be produced in order to validate the claim. It will be administered by Corporate Services on a quarterly basis.*

- **Unvouched Petty Cash element:** *Councillors are paid a fixed amount of €960 for the year. This covers all administrative expenses.*

17. General Information, Payments and Expenses

2) Travel

This is based on the distance a member has to travel to attend meetings. An index is used to calculate how many meetings are included in the calculation. The annual travel rate that Members receive as part of their annual expenses allowance should not be aggregated with incidental travelling expenses payable by a Local Authority or an outside body. There is a minimum distance used in the calculation.

Note: If an Elected Member fails to attend 80% of the meetings to which they are required to attend, their annual expenses are reduced on a pro-rata basis. A status report is issued to Members.

3) Travel and Subsistence The

Travel and Subsistence allowance is to offset reasonable expenses incurred by Members in carrying out their reserved functions and community representational role. Latest Circular Letter LG 05/2022 dated 7/9/2022 sets out the details in relation to the rate applicable for travelling expenses and subsistence depending on the length of the absence i.e. Between five and ten

hours, Ten hours or more. All of the above allowances are paid free of tax, PRSI and USC.

For more details, please refer to [AILG's explanatory note on Members Remuneration, Allowances, Expenses and Other Supports](#), available on the AILG website.

Cathaoirleach's/Mayors and Leas-Chathaoirleach's/Deputy Mayors allowance

Allowances may be payable to the Cathaoirleach and Leas-Chathaoirleach of the plenary council and Municipal Districts in accordance with Circular letter LG05/2022 and 2021 Regulations. The decision to pay an allowance and the amount of such allowance is, subject to the maximum amount specified in the Appendix 5 to the circular, a matter for determination by the Members of each Local Authority and Municipal District.

17. General Information, Payments and Expenses

Allowance for SPC Chairperson

A Local Authority may pay an annual allowance not exceeding €6,000 to a Chairperson of a Strategic Policy Committee (SPC). This allowance is fully taxable effective from 1 January 2022.

Allowance for Chairpersons of Municipal Districts:

The decision to pay an allowance and the amount of such an allowance is subject to the maximum amount specified in the circular, a matter for determination by the Elected Members of each Local Authority and MD.

Provision of IT equipment

Each member is provided with a suitable IT equipment and print facilities. They are required to sign up to an IT policy in relation to use of equipment.

Maintenance of Equipment and IT Support

Each Local Authority's IT section supports Members with equipment maintenance. Elected Members should have contact numbers and an email address for support requests.

Members Insurance

There are two schemes currently available to Members:

- Personal Accident
- Public Liability

The schemes are underwritten by IPB and are optional to join. Further details will be supplied to Members on an annual basis.

Contact Details for Staff

A booklet is produced regularly by each individual Local Authority giving contact phone numbers and staff details.

Register of Chief Executive Orders

The Local Government Act, 2001 requires every Chief Executive to maintain a register of all orders made for their Local Authority. This register must be available for inspection by the Elected Council at each meeting, showing orders made since the last meeting. The register of Chief Executive Orders for the preceding month is available for inspection at the monthly Plenary Council meetings.

18. Councillor Representative Bodies

Association of Irish Local Government (AILG)

The AILG is the primary body representing the democratically Elected Members and their member Local Authority. Each Council is represented on the Association's Plenary body by three delegates, which are nominated by each Local Authority at their AGM following a local election. The Plenary delegates remain in place for the full 5-year term until the next local elections. Each Local Authority pays an annual subscription to AILG.

One of the primary responsibilities of AILG is to provide Elected Members with appropriate and relevant training and development to effectively govern Irish Local Authorities now and in the future. For over a decade, the AILG has successfully delivered tailored in-person and online training events annually which are open to all 949 Councillors.

Local Authority Members Association (LAMA)

LAMA is the representative body for Elected Members.

Elected Members pay a minimal subscription fee and it is optional for Members to join. Each Local Authority nominates a delegate to represent them on LAMA. The Council also pays an annual subscription to LAMA.

19. Training and Development

Training & Development

Training for Councillors is organised by the AILG. Members are advised of upcoming training events in their region and they can seek to attend by contacting their meetings administrator and registering in advance.

Approval to attend training events is a reserved function and must be approved at a Council meeting. There is a limit on the annual expense an individual councillor can incur when claiming expenses and cost of training.

Irish Planning Institute, IPA and LAMA are also approved to provide training for Elected Members.

A training and development programme will be agreed by the members. Under certain circumstances, Elected Members can also avail of third level education courses with the Local Authority contributing towards course fees. Provision of an appropriate annual training and educational budget for Elected Members is a matter for the elected members as part of their annual budget approval process. As part of their training and education delivery, AILG also offers Elected

Members the opportunity to undertake certified training/ courses with a number of third level institutes.

Attendance at Conferences

Members can seek to attend conferences other than the foregoing that are circulated to them and must send their request to Corporate Services. Approval to attend conferences is a reserved function. **There is a limit of €700 per Councillor per annum on the amount of expense including the cost of the conference that an individual Councillor can incur in respect of attendance at conferences.** The Councillor must complete a Travel Claim Form and provide a written a report. Report to be submitted within 15 days of attendance to the Cathaoirleach who shall submit the report to the next ordinary meeting of the Council.

Public Register

The public register, showing details of expenses paid to each Elected Member, of meetings attended and of training and conferences attended is published in the Annual Report and on the Council's website.

20. Councillor Safety and Security

Security Allowance

In 2023 a new allowance of up to €2,500 was introduced for Councillors to enhance their personal physical security.

S.I. No. 449 of 2023, effective from September 13 (2023), introduces a one-time security allowance for Local Authority Elected Members. This allowance provides up to €2,500 or 50% of total costs, whichever is lower, for approved personal safety measures. It includes 50% of eligible monitoring/maintenance costs for the first 12 months after installation. The measures must be recommended by An Garda Síochána in a report following a security review by their local Crime Prevention Officer. Members can choose which measures to implement, but the maximum allowance is €2,500.

AILG Elected Members Counselling & Welfare Service

A Counselling and Welfare Service for Elected Councillors was set up in 2020 by AILG, in partnership with the County and City Management Association (CCMA).

Elected Members can access the counselling & welfare service' free of charge by speaking directly to their Corporate Services within their Local Authority.

Security Service “365assist” now available for Elected Members

In 2024 AILG collaborated with Crime Management Group (CMG) to provide a new service which is aimed at guaranteeing the safety, security, and peace of mind of our Members during their time in public office.

365assist is a comprehensive security service that offers 24/7 on-call advice and response to general personal security queries, or in cases where Councillors feel that danger is imminent. It ensures informed, professional and effective security risk mitigation to you and your family. **The current cost of the service (as of 2024) is €350 plus VAT per year.** To avail of the service Members can contact the AILG office for further information and referral.

APPENDIX 1: Functions of Local Authorities - Programme Groups

The Council's activities are subdivided into eight Programme Groups, namely:

1) Housing and Building

Management and provision of Local Authority housing; assistance to persons housing themselves or improving their houses; settlement of travellers, homeless etc.

2) Road Transportation and Safety

Road upkeep and improvement; public lighting; traffic management facilities; road safety; collection of motor taxation; etc.

3) Water Supply and Sewerage

Public water supply and sewerage (in transition to Uisce Éireann); assistance for private water and sewerage facilities; public conveniences, etc.

4) Development Incentives and Controls

Physical planning policy, control of new development and building, promotion of industrial and other development, etc.

5) Environmental Protection

Waste collection and disposal; litter control, burial grounds; safety of structures and places; fire protection; pollution control, etc.

6) Agriculture, Education, Health and Welfare

Swimming pools; libraries, parks; open spaces; recreation centres; conservation and improvement of amenities, arts activities, etc.

7) Agriculture, Education, Health and Welfare

Veterinary Services; Control of Horses, Dogs; School Meals, etc.

8) Miscellaneous Services

Financial management and rate collection; elections; coroners and inquests, Operation of markets; malicious injuries, etc.

APPENDIX 2: Reserved Functions

Principal Reserved Functions:

- *Adoption of the Corporate Plan*
- *Disposal of land*
- *Making a Development Plan and any variations to it*
- *Adopting Annual Budget and variation in the level of Local Property Tax*
- *Adopting the annual Schedule of Municipal Districts Works*
- *Approving the Annual Financial Statement and any areas of Over Expenditure*
- *Local Authority own development - S179 of the Planning and Development Act, 2000 as amended.*
- *Adopting a Scheme of Letting Priorities*
- *Making, amending or revoking Bye-Laws*
- *Nomination persons to act on committees or on other public bodies.*

The following more detailed list of reserved functions set out for each programme may be helpful in allowing you to get an overview of the policy role performed by the Elected Council:

Housing and Building

- *Making or amending a scheme of letting priorities (Section 11, Housing Act, 1988)*
- *Adoption of a Traveller Accommodation Programme*
- *Making a scheme of letting priorities for Affordable Housing*
- *Adoption of Policy documents eg Anti-social Behaviour Policy*

Road Transportation and Safety

- *Taking roads in charge (Section 11, Roads Act, 1993)*
- *Extinguishing a public right of way over a road no longer required for public use (Section 73, Roads Act, 1993)*
- *Adoption of Road Safety Plan*

Environmental Protection

- *Making of bye-laws relating to the control of dogs*
- *Making a Litter Management Plan*
- *Making a Climate Action Plan*

APPENDIX 2: Reserved Functions

Development Incentives and Controls

- *Making or varying a Development Plan*
- *Requiring the granting of a permission which would contravene materially the Development Plan or any Special Amenity Area Order*
- *Revoking or modifying a permission to develop land*
- *Making a Planning Contribution Scheme*
- *Approving Planning for Local Authorities developments (Section 179, Planning & Development Act as amended)*

Recreation and Amenity

- *Contributing to swimming facilities, art facilities, museums*
- *Civic improvement, provision of amenities, general recreation and leisure activities*
- *Agriculture, Education, Health and Welfare*
- *Appointing persons to serve as members of harbour authorities, educational training boards and certain other bodies*

Miscellaneous Services

- *Authorising the disposal of land owned by a Local Authority*
- *Making a Polling Scheme*
- *Nomination a person to be a candidate at an election for the office of President of Ireland*

Financial Functions

- *Adopting the Budget and fixing the annual rate of valuation*
- *Borrowing money*
- *Determining variation of Local Property Tax*

General

- *Making, amending or revoking a bye-law*
- *Entering into an agreement with another Local Authority for the discharge of functions of the other Local Authority (Section 85, Local Government Act 2001)*
- *Deciding to confer a civic honour*
- *Adoption of the Annual Report and Service Delivery Plans*

APPENDIX 2: Reserved Functions

Local Government Act 2001 – As amended by the Local Government Act 2014

SCHEDULE 14A - PART 1

Reserved Functions to be Performed, Subject to Section 131A(4), by Municipal District Members

Reference No.	Description of Reserved Function performed by Municipal District Members
1	Adopting or reverting to the title “Cathaoirleach” and “Leas Chathaoirleach” and giving to the office of Cathaoirleach or Leas-Chathaoirleach alternative titles.
2	Removal from office of the Cathaoirleach or Leas-Chathaoirleach.
3	Deciding to hold special meetings; appointing days and times of meetings; appointing a regular schedule for the holding of ordinary meetings; appointing different days, times and places for different meetings; appointing the day for holding the annual meeting other than in a year in which a local election is held; making additional arrangements for the giving of public notice of meetings; resolving that a member leave a meeting; making, amending or revoking standing orders; making rules for the purpose of ensuring that appointments to bodies are made fairly and equitably.
4	Deciding to meet in committee for whole or part of a meeting where the municipal district members consider that such action is not contrary to the overall public interest.
5	Establishing a committee to consider matters connected with the functions of the local authority and to assist and advise the authority on those matters; appointing the members of a committee; and dissolving a committee.
6	Adoption of statements regarding the economic elements of the local economic and community plan for the consideration of the elected council of the local authority.
7	Adoption of statements regarding the community elements of the local economic and community plan for the consideration of the elected council of the local authority
8	Consideration of and making amendments to a draft budgetary Section plan.
9	Consideration and adoption of an annual schedule of proposed works to be carried out in the district.
10	Establishing a community fund for the purposes of supporting community initiatives

APPENDIX 2: Reserved Functions

Reference No.	Description of Reserved Function performed by Municipal District Members
11	Adopting a scheme for the making of an annual contribution by the occupier of each dwelling in the area to which the scheme applies towards particular community initiatives specified in the scheme.
12	Deciding, subject to the approval of the Minister, that a particular function of the municipal district members should be performed only by the local authority.
13	A decision to pay an allowance for reasonable expenses of Cathaoirleach and Leas-Chathaoirleach and the determination of the amount of the allowance.
14	The approval of information to be included in an annual report in relation to the performance of functions by the municipal district members.
15	Deciding that a named member leave a meeting or that the member was the cause of the meeting being adjourned.
16	Deciding to pay certain expenses to non-members of a local authority for attendance at committees or joint committees.
17	The delegation to a designated body of a function (including maintenance) in respect of the management and control of any specified dwellings or the revocation of any such delegation.
18	The delegation to a designated body of a function (including maintenance) in respect of the management and control of a dwelling or the revocation of any such delegation.
19	Making representations to the Minister in relation to an order made by the Minister closing particular roads to vehicles.
20	The making of arrangements in relation to school wardens.
21	Entry into an agreement for the exercise of power under the Local Authorities (Traffic Wardens) Act 1975 by another local authority
22	The making of an order declaring a road to be a public road and consideration of objections or representations in relation to such declaration.
23	The making of an order abandoning a public road and the consideration of objections or representations in relation to a proposal to abandon a public road and the report and any recommendations of a person appointed to conduct an oral hearing.
24	The making of an order extinguishing a public right of way and the

APPENDIX 2: Reserved Functions

Reference No.	Description of Reserved Function performed by Municipal District Members
	consideration of objections or representations in relation to a proposal to extinguish a public right of way and the report and any recommendations of a person appointed to conduct an oral hearing.
25	The making of a resolution (pursuant to regulations under section 35(2) (I) of the Road Traffic Act 1994) specifying the places in which vehicles may be parked either indefinitely or for any period not exceeding a specified period.
26	Making of bye-laws for the control and regulation of the parking of vehicles in specified places on public roads (including provision for the payment of fees for parking) and the consideration of observations or representations in relation to draft bye-laws.
27	Making of a resolution to determine the manner in which fees in respect of parking shall be disposed of.
28	The making of a decision to provide or remove prescribed traffic calming measures and the consideration of observations or representations in relation to a proposal to provide or remove such measures
29	The making of bye-laws in relation to stands for taxis.
30	Making, or refusing to make, or revocation or amendment of, a tree preservation order.
31	Making of bye-laws in relation to the control, regulation, supervision and administration of casual trading.
32	The extinguishment of a market right.
33	The making, review, amendment or replacement of a litter management plan.
34	Making bye-laws for the purposes of preventing the creation of, and controlling, litter.
35	The making of submissions to a fire authority regarding a proposed indoor event that requires a licence.
36	The approval of a draft bye-law, the consideration of submissions Section 199. in relation to such draft bye-law and the making, amendment or revocation of a bye-law.
37	Adopting, amending or rescinding a resolution concerning the expiry times of a special exemption order.

APPENDIX 2: Reserved Functions

Reference No.	Description of Reserved Function performed by Municipal District Members
38	Making of bye-laws in respect of the use of temporary dwellings.
39	Making an order prohibiting the erection or retention of temporary dwellings.
40	Making bye-laws in relation to any national monument of which the local authority is the owner or the guardian.
41	Adopting a proposal to substitute a new place-name in respect of a place.
42	Deciding to hold a ballot in respect of a proposal to change a placename or deciding not to proceed with the proposal.
43	Adopting or rescinding Part III (Licensing for Gaming of Amuse[1]ment Halls and Funfairs) of Gaming and Lotteries Act 1956
44	Decision to make a charge in relation to amenities, facilities, services or any other thing provided by a local authority under section 66 of the Local Government Act 2001.
45	Making of rules in relation to arrangements for attendance and raising of issues by interested persons at meetings.

APPENDIX 2: Reserved Functions

Local Government Act 2001 – As amended by the Local Government Act 2014
SCHEDULE 14A - PART 2

Reserved Functions that May be Performed under Section 131A(1) (b) in Respect of a
Municipal District by Municipal District Members or the Local Authority

i.e. Can be performed either at Municipal District level or at Plenary Level

Reference No.	Description of Reserved Function performed by Municipal District Members or the Local Authority
1	A decision of a local authority to confer a civic honour on a person.
2	A decision to enter into arrangements for twinning with any other area
3	A decision to incur reasonable expenditure for or in connection with the provision of receptions and entertainment and the making of presentations.
4	Requiring that specified action be taken in accordance with section 127 for the purpose of consultation with the local community
5	Determining the policy of the local authority or the municipal district members.
6	Directing that a second legal opinion be obtained by the local authority in relation to the exercise or performance of a reserved function.
7	Deciding that a report on the capital programme may be considered at a meeting other than the local authority budget meeting.
8	Requiring a chief executive to prepare and submit plans, specifications and an estimate of cost of any particular work specified in a resolution.
9	Directing a chief executive to inform the council of the manner in which he or she proposes to perform any specified executive function of the local authority.
10	Requesting a member of a local authority to present a report on the activities and operation of another body to which the member is elected, appointed or nominated by that authority.
11	Approving a proposal of the chief executive to grant permission for the development of land which would contravene materially the development plan or local area plan.
12	A decision in relation to the making, amendment or revocation of a local area plan within the meaning of the Act of 2000.
13	The making of an addition to, or a deletion from, a record of protected structures to which Part IV of the Act of 2000 relates
14	Approving, amending or revoking a special planning control scheme.

APPENDIX 2: Reserved Functions

Reference No.	Description of Reserved Function performed by Municipal District Members or the Local Authority
15	Deciding to vary or modify a proposed local authority own development, or deciding not to proceed with the development.
16	Making, or refusing to make an order creating a public right of way over any land.
17	Deciding to vary or modify, or not to proceed with, an event proposed to be carried out by a local authority.
18	The preparation, making, adoption or variation of a housing services plan, or draft plan.
19	The making of a decision in relation to the representation of the views of the local community
20	A decision by a local authority to provide assistance in money or in kind under section 66 for promotion of the interests of the local community.
21	A declaration that a body be a recognised association for the purposes of section 128.
22	Observations in regard to a preliminary flood risk assessments, a flood hazard map, a flood risk map, or both such maps, a flood risk management plan, and a flood risk management scheme, prepared by the Commissioners of Public Works in Ireland; deciding whether to adopt or otherwise a flood risk management plan; and objection to the issue of a certificate of completion of flood risk management works.
23	Consideration of and observations in regard to a drainage scheme prepared by the Commissioners of Public Works in Ireland.
24	Objection to the issue of a certificate of completion of drainage works.

APPENDIX 2: Reserved Functions

Local Government Act 2001 – As amended by the Local Government Act 2014

SCHEDULE 14A - PART 3

Reserved Functions to be Performed by the Local Authority i.e. at Plenary Level

Reference No.	Description of Reserved Function performed by the Local Authority
1	Extending the period of permitted absence from attendance at local authority meetings
2	Adopting a proposal for the alteration of the number of members of certain local authorities.
3	Adopting or reverting to the title “Cathaoirleach” and “Leas[1]Chathaoirleach” and giving to the office of Cathaoirleach or Leas-Chathaoirleach alternative titles.
4	Removal from office of the Cathaoirleach or Leas-Chathaoirleach or the chairperson of any strategic policy committee.
5	Deciding to fix the day or days for the first meetings of the municipal district members for each of the municipal districts within the functional area of the local authority
6	Deciding to hold special meetings; appointing days and times of meetings; appointing a regular schedule for the holding of ordinary meetings; appointing different days, times and places for different meetings; appointing the day for holding the annual meeting other than in a year in which a local election is held; making additional arrangements for the giving of public notice of meetings; resolving that a member leave a meeting; making, amending or revoking standing orders; and making rules for the purpose of ensuring that appointments to bodies are made fairly and equitably.
7	Deciding to meet in committee for whole or part of a meeting where the authority considers that such action is not contrary to the overall public interest
8	Establishing a committee to consider matters connected with the functions of the local authority and to assist and advise the authority on those matters or to perform functions of the authority; appointing the members of a committee; and dissolving a committee.
9	Establishing a joint committee of 2 or more local authorities to consider and advise on specified matters, or to perform functions delegated to it, delegating reserved functions to a joint committee and dissolving such a committee.
10	Making the integrated local economic and community plan.
11	Preparing, reviewing and updating the implementation strategy for the economic elements of the local economic and community plan.

APPENDIX 2: Reserved Functions

Reference No.	Description of Reserved Function performed by the Local Authority
12	Entering into an agreement with another local or public Section 85. authority for the performance by one of the authorities concerned of any function of the other.
13	Adopting the draft local authority budget.
14	Determining the annual rate on valuation to be levied
15	Specifying a local electoral area or local electoral areas within the administrative area of the local authority where owners of vacant premises shall be entitled to claim and receive a refund of differing proportion of such rate to that that would otherwise apply to the rest of the administrative area and deciding what proportion of refund shall apply in respect of each of those specified electoral districts.
16	Adoption of a schedule of proposed works of maintenance and repair to be carried out in a municipal district, if the schedule is not adopted by the municipal district members.
17	Authorising the incurring of additional expenditure and adopting Section 104. and amending a scheme authorising the chief executive to incur additional expenditure without prior approval of the elected council.
18	Requiring the preparation and submission to the local authority members of financial statements.
19	A decision to borrow money or to lend money to another local authority.
20	Delegation of additional functions to municipal district members or revocation of such delegation.
21	Performing, in accordance with regulations, a specified function in place of municipal district members in a particular case or occasion.
22	Extending a direction by the Cathaoirleach of a county council, Section 133. a city council or a city and county council requiring the chief executive to refrain from doing a particular act, matter or thing.
23	Approving the corporate plan with or without amendment.
24	Adopting the draft local authority service delivery plan.
25	Directing that certain works shall not proceed.
26	Requiring a particular act, matter or thing to be done or effected in the performance of executive functions of the local authority, other than certain prescribed matters

APPENDIX 2: Reserved Functions

Reference No.	Description of Reserved Function performed by the Local Authority
27	Authorisation by an elected council of one or more of its members to avail of training or attend training events.
28	Authorising representation of the authority by councillors at a conference, seminar or other meeting or event, or to avail of training or attend training events
29	A decision to pay an allowance for reasonable expenses of Cathaoirleach and Leas-Chathaoirleach and the determination of the amount of the allowance.
30	The appointment, suspension or removal of a chief executive by a county council, a city council, or city and county council.
31	Resolving that disposal of land which is held by a local authority shall be carried out in accordance with terms specified in the resolution, or that it shall not be carried out
32	Making an order to declare an area to be an area of special amenity.
33	Making, or refusing to make, or revocation or amendment of, an order designating any area or place as a landscape conservation area
34	The adoption of an annual report under section 221.
35	Deciding to hold or to cease to hold membership of an association of local authorities.
36	Declaring that another local authority shall be the successor of a specified joint burial board or cemetery joint committee which is to be dissolved.
37	Deciding that a named member leave a meeting of a local authority.
38	Deciding that a named member was the cause of a meeting being adjourned, with a consequential reduction in remuneration and expenses
39	Deciding that a named member was the cause of a meeting being adjourned and should be suspended from attendance at meetings, with a consequential cessation of payment of remuneration and expenses for the suspension period imposed, and the early lifting of the suspension.
40	Deciding to pay certain expenses to non-members of a local authority for attendance at committees or joint committees.

APPENDIX 2: Reserved Functions

Reference No.	Description of Reserved Function performed by the Local Authority
41	Applying to the Minister to make an order under subsection (8) of section 29 of the Local Government Reform Act 2014 that the adjustment period, referred to in that section and applicable to a specified area within the administrative area of the local authority, may be extended by a period not greater than 10 years and stating the length of extension being sought.
42	Making or amendment of a scheme for the waiver of rates and determination of classes of property in respect of which rates may be paid by instalments.
43	Proposing that the boundary of a county, a city, or a city and county be altered, making a statement of response to such proposal, amending the proposal and deciding to make an application to the Minister for the making of an order altering the boundary.
44	Nominating a person to be a candidate at a presidential election.
45	Adopting a purchase scheme applying to the sale of dwellings
46	The making of an agreement between authorities to enable a housing authority to perform any of its housing functions outside its functional area.
47	The determination of the terms and conditions under which assistance is provided to another housing authority or an approved body.
48	Adoption of a policy for the effective performance of functions under section 58(1) of the Housing Act 1966 or an amendment to such a policy.
49	The transfer, sale or assignment of mortgages, unless it is the subject of a direction by the Minister.
50	The adoption of a traveller accommodation programme or an amendment to, or replacement of, the programme.
51	The making of an appointment to a local traveller accommodation consultative committee.
52	The making and amending of a scheme which determines the order of priority for allocation of affordable houses provided under Part V of the Planning and Development Act 2000.

APPENDIX 2: Reserved Functions

Reference No.	Description of Reserved Function performed by the Local Authority
53	Making and amending a scheme that determines the order of priorities for allocation of affordable houses made available for sale under Part 2 of the Housing (Miscellaneous Provisions) Act 2002.
54	The making and revocation of a rent scheme providing for the manner in which rents and other charges in respect of dwellings shall be determined.
55	The making or amendment of an allocation scheme determining the order of priority to be accorded in the allocation of dwellings
56	The drawing up and adoption of, and the amendment of, an antisocial behaviour strategy.
57	The adoption or amendment of a Homelessness Action Plan.
58	The adoption of a proposal to designate an apartment complex for the purpose of making the apartments available for sale to the tenants.
59	The designation of an apartment complex in accordance with a section 53 proposal.
60	The extension of the initial selling period for apartments in a designated apartment complex.
61	Functions of a road authority in relation to abandonment of a railway line.
62	The making of representations by a road authority to the National Roads Authority and to the Minister for Transport regarding a proposed national road alignment.
63	The making of a scheme for the establishment of a system of tolls in relation to a regional road or a local road, the making of representations to the National Roads Authority in relation to a toll scheme in relation to a national road and the making of an order revoking a toll scheme in relation to a regional road or a local road.
64	The making of toll bye-laws in relation to a regional road or a local road.
65	Entering into an agreement for financing, maintenance, construction and operation of toll roads in relation to a regional road or a local road.
66	The making of special speed limit bye-laws.

APPENDIX 2: Reserved Functions

Reference No.	Description of Reserved Function performed by the Local Authority
67	The making of bye-laws to regulate and control skips on public roads and the consideration of objections or representations in relation to the draft bye-laws.
68	Entering into an agreement with the Commissioners for Public Works in Ireland for the transfer of a bridge over a canal.
69	The making of a development plan and making or refusing to make a variation of a development plan which for the time being is in force.
70	The revocation or modification of a permission to develop land if the development to which the permission relates no longer conforms with the provisions of the development plan.
71	Making a development contribution scheme.
72	Making or amending a supplementary development contribution scheme
73	Deciding to make, subject to variations and modifications, or deciding not to make a draft planning scheme for strategic development zones.
74	Amending or revoking a planning scheme for strategic development zones.
75	Adoption by a planning authority of a code of conduct for dealing with conflicts of interest and promoting public confidence in the integrity of the conduct of its business.
76	Making or terminating of an agreement by two or more planning authorities for sharing the cost of performing functions under the Planning and Development Act 2000.
77	Directing the manner in which a list of the planning applications received shall be made available to the members of a planning authority.
78	Directing the manner in which a list of planning applications in respect of which decisions were given shall be made available to the members of a planning authority.
79	Examining and considering a drainage scheme sent to a county council by the Commissioners of Public Works and providing observations to the Commissioners in regard to such scheme.

APPENDIX 2: Reserved Functions

Reference No.	Description of Reserved Function performed by the Local Authority
80	The consideration of a report on proposed coast protection works and the making of a declaration for the promotion of a coast protection scheme, the consideration of a report by the Commissioners of Public Works and the making of a declaration on the preparation and execution of a coast protection scheme, the making of a declaration that a coast protection scheme is or is not to be proceeded with and the making of an objection to the issue of a certificate of completion.
81	The making of an agreement by a fire authority to provide services for, or avail of the services of, anybody or person other than a fire authority and the making of an agreement between fire authorities for the purpose of any of their functions.
82	The making and revision by a fire authority of a plan for fire and emergency operations.
83	The making of a financial contribution by a local authority to support or assist any person, or body of persons, engaged, or proposing to engage, in any research, survey or investigation into the nature and extent, the cause and effect, and the prevention or limitation, of air pollution or in any educational programme relating to such matters.
84	The making, revoking or amending by a local authority of a special control area order to prevent or limit air pollution and the giving of consent to the making of such an order by any other local authority.
85	Entry into an agreement with the Environmental Protection Agency to exercise or perform any function or service on behalf of the Agency.
86	The making, review, variation or replacement by a local authority of an air quality management plan.
87	The making, revision or replacement by a local authority of a water quality management plan.
88	The making by a local authority of a contribution to the funds of a person engaged in or proposing to engage in research, surveys or investigations in relation to water pollution.
89	The making by a local authority of bye-laws in relation to a harbour under its control or management, including bye-laws with respect to the use of, and the safety of navigation within, a harbour and generally with respect to the regulation of a harbour, and for the purpose of enabling it to impose charges.

APPENDIX 2: Reserved Functions

Reference No.	Description of Reserved Function performed by the Local Authority
90	The making by a local authority of bye-laws declaring all or any part of its functional area to be a control area where it is satisfied that horses in that area should be licensed.
91	The making of bye-laws providing certain exemptions in relation to a horse licence.
92	The entering by a local authority into arrangements with another local authority, or any termination thereof, in relation to the application for and the granting of horse licences on its behalf.
93	The making, replacement or revision of a water services strategic plan, an application to the Minister for an extension of not more than 3 months after the latest date for the making of a water services strategic plan, and approving a joint plan, by a water services authority.
94	The making of bye-laws, for the purpose of preventing or eliminating the entry of polluting matter to waters, prohibiting the carrying on of a specified activity.
95	The establishment of environmental objectives and the establishment of a programme of measures in order to achieve those objectives in relation to each river basin district.
96	The making and updating of a river basin management plan
97	The making of bye-laws in relation to presentation of waste for collection
98	The adoption of a library development programme.
99	Entry by a local authority into an agreement for the Health Service Executive to perform a function on the authority's behalf
100	The making or revoking of a determination for the provision of meals for children attending a national school situated outside the authority's functional area.
101	The making by a city council of a scheme in relation to the provision of meals (other than meals in national schools).
102	The making of a decision to provide a public abattoir.
103	The making of a scheme dividing a county or city into polling districts and appointing a polling place for each polling district and an appointment of an alternative polling place for a polling district in a scheme for the time being in force.

APPENDIX 2: Reserved Functions

Reference No.	Description of Reserved Function performed by the Local Authority
104	Entry into arrangements under section 15(2) or 15(3) of the Control of Dogs Act 1986 and the granting of assistance (other than the provision of services of staff) under section 15(4) of that Act.
105	The making of bye-laws relating to control of dogs.
106	Where regulations provide for the issue of polling information cards by a local authority, a decision to issue them.
108	Establishing, dissolving or replacing a local community develop[1]ment committee.
107	The passing by a local authority of a resolution that the basic rate of local property tax should stand varied (either upwards or downwards) by a specified percentage in respect of relevant residential properties situated in the local authority's functional area.
109	Appointment of members of a local community development committee.
110	Approving a local and community development programme.
111	Adoption of an implementation plan setting out the steps to be taken in respect of a report of the National Oversight and Audit Commission.
112	Adoption of a statement indicating the actions already taken or planned to be taken by the chief executive to carry out the directions of the council in relation to the exercise and perfor[1]mance of the reserved functions are not sufficient, stating the reasons for such opinion.
113	The adoption of a Framework for Public Participation in Local Government.

APPENDIX 3: Acronyms

AA	Appropriate Assessment
ABP	An Bord Pleanála
AC	Audit Committee
AFS	Annual Financial Statement
AHB	Approved Housing Bodies
AILG	Association of Irish Local Government
ASSAP	Agriculture Sustainability Support and Advisory Programme
ASB	Anti Social Behaviour
ATF	Authorised Treatment Facility
BEC	Better Energy Communities
BER	Better Energy Rating
CALF	Capital Advance Leasing Facility
CARO	Climate Action Regional Office
CAS	Capital Assistance Scheme
CAT	Catchment Assessment Team
CCMA	City and County Management Association
CDP	County Development Plan
CE	Chief Executive
CEMP	Construction Environmental Management Plan
CIR	Community Involvement in Roadworks Scheme
CIS	Community Involvement Scheme
CLAR	Social Inclusion Measure for Rural Areas
CLSS	Capital Loan & Subsidy Scheme
CMC	Central Management Charge

APPENDIX 3: Acronyms

CPG	Corporate Policy Group
CPO	Compulsory Purchase Order
CWO	Community Water Officer
DHLGH	Department of Housing, Planning & Local Government
DBO	Design Build Operate
DoS	Director of Service
EI	Enterprise Ireland
EIA	Environment Impact Assessment
ELV	End of Life Vehicle
EPA	Environment Protection Agency
Etenders.gov.ie	www.etenders.ie (Purchasing Site)
ETB	Education Training Board
FEMPI	Financial Emergency Measures in the Public Interest
GAP	Good Agricultural Practice
GPP	Green Public Procurement
HAP	Housing Assistance Payment
HAS	Housing Adaption Scheme
HA	Housing Agency
HAS	Health And Safety Authority
HAT	Homeless Action Team
HFA	Housing Finance Agency
HNA	Housing Needs Assessment
IBAL	Irish Business Against Litter
IDA	Industrial Development Authority

APPENDIX 3: Acronyms

IPBMI	Irish Public Bodies Mutual Insurance
IWIL	Improvement Works in Lieu of Housing
JPC	Joint Policing Committee
LAG	Local Action Group
LAP	Local Area Plan
LAPN	Local Authority Prevention Network
LAWCO	Local Authority Water & Community Office
LAWPRO	Local Authority Water Programme
LCDC	Local Community Development Committee
LEADER	Community & Rural Funding Mechanism
LEO	Local Enterprise Office
LGMA	Local Government Management Agency
LGOPC	Local Government Operational Procurement Centre
LGSPC	Local Government Strategic Procurement Centre
LIS	Local Improvement Scheme Roads
MD	Municipal District
MARP	Mortgage Arrears Resolution Process
MTR	Mortgage to Rent
NHA	Natural Heritage Areas
NMP	Nutrient Management Plan
NPF	National Planning Framework
NOAC	National Oversight & Audit Commission
NPPR	Non Principal Private Residence
NPWS	National Parks and Wildlife Service

APPENDIX 3: Acronyms

NWCPO	National Waste Collection Permit Office
OGP	Office of Government Procurement
P&A	Payment & Availability
PE	Population Equivalent
PEL	Property Entry Levy
PPN	Public Participation Network
PRD	Pension Related Deduction
RAS	Rental Accommodation Scheme
RBMP	River Basin Management Plan
RLS	Repair & Lease Scheme
RSES	Regional Spatial & Economic Strategy
SAC	Special Area of Conservation
SE	Senior Engineer
SEAI	Sustainable Energy Authority of Ireland
SEC	Sustainable Energy Communities
SEO	Senior Executive Officer
SHCEP	Social Housing Current Expenditure Programme
SHIP	Social Housing Investment Programme
SICAP	Social Inclusion Activation Programme
SLA	Service Level Agreements
SP	Senior Planner
SPAs	Special Protection Areas
SPC	Strategic Policy Committee
SSC	Service Support Cost

APPENDIX 3: Acronyms

SUDS	Sustainable Urban Drainage Scheme
Supplygov	www.supplygov.ie (purchasing site)
SWMO	Southern Waste Management Office
TFS	Trans-frontier Shipment
TVR	Town Village Renewal
VFM	Value for Money
WEEE	Waste Electrical and Electronic Equipment
WERLA	Waste Enforcement Regional Lead Authority
WFD	Waste Framework Directive

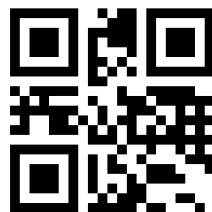
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