

AILG ELECTED MEMBER INDUCTION TRAINING PROGRAMME

“Role of the Chief Executive, Executive Functions, Council Meeting Procedures and Standing Orders”

Paddy Mahon
Chief Executive, Longford Co. Co.



Role of the Chief Executive & Executive Functions

Chief Executive

Directors of Services

Senior Executive Officers/Senior
Engineers/Senior Planners

Administrative Officers/Senior Executive
Engineers/Senior Executive Planners etc.

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

Chief Executive Monthly Report

Expenditure and Income

Revenue Collection Levels

Overdraft Facility

Emergency Capital Works

LCDC

Local Enterprise Office

Progress on reports/material
requested by Council

Revenue Collection Levels

Chief Executive Corporate Plan

Development
Plan

Local Area Plans

Housing
Assistant
Payments

Homeless Policy

Local Economic
and Community
Plan

Traveller
Accommodation

Waste
Management
Plan

Local Enterprise
Development
Plans

National
Disability
Strategy

Social Housing
Strategy

Library
Development
Programmes

Capital
Programmes

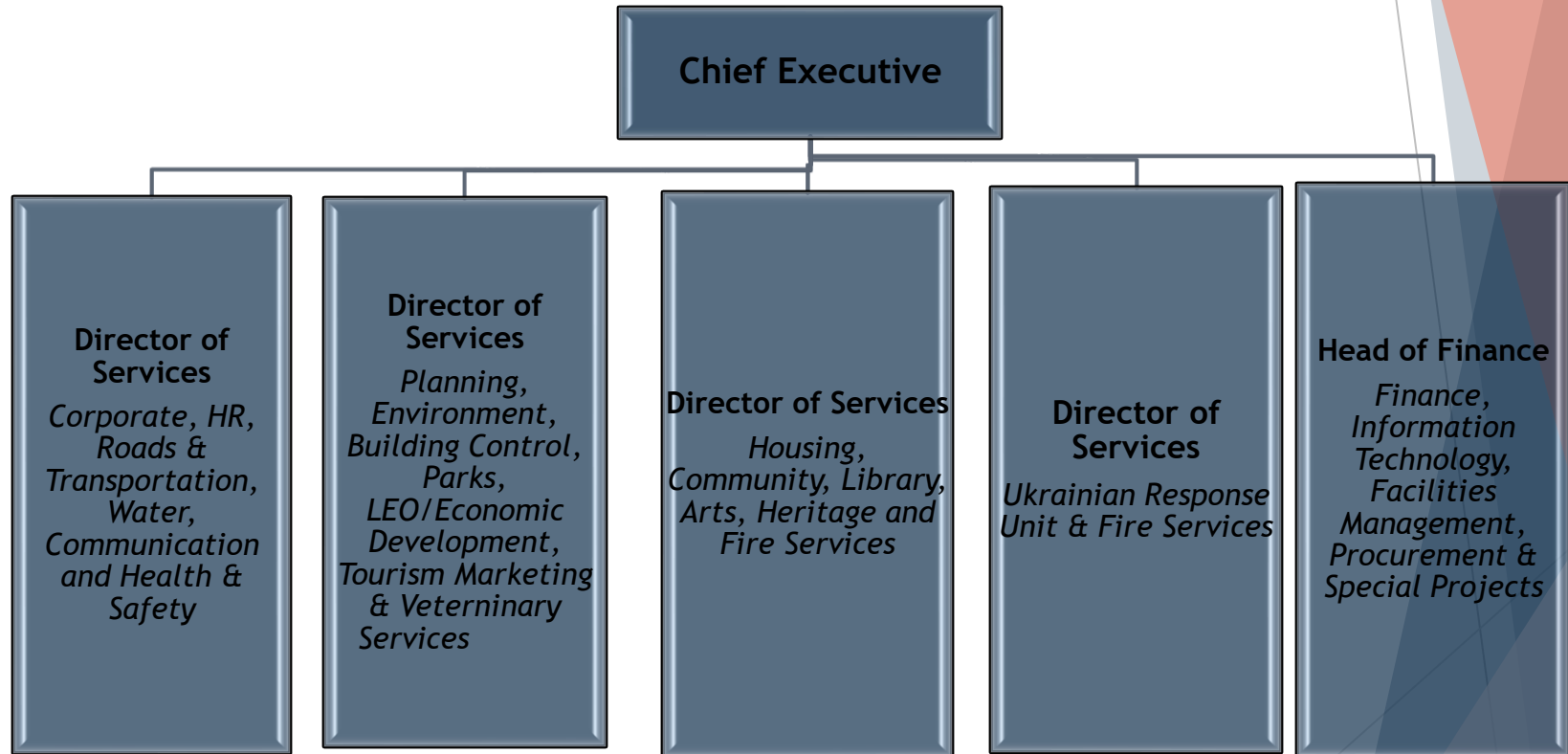
Executive Functions:

- The day to day management of the Local Authority including staffing matters is vested in the Chief Executive.
- 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/her 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.
- 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.

Executive Functions:

- 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
- 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.

Sample Local Authority Executive Team



Local Plans and Policies

- **Local Statutory Plans** (County Development Plan/ Corporate Plans/ Local and Economic Community / Annual Service Delivery Plan)
- **Local Plans:** Litter Plan, Arts Plan, Traveller Accommodation Plan, Homeless Action Plan, Water Quality Plan
- **Policies:** Scheme of letting priorities, Anti Social Behaviour
- **Adoption of Bye Laws:** Beach, control of horses, Traffic and Parking

Other Plans and Policies

Development
Plans

Area Plans

Capital
Programme

Revenue
Budgets

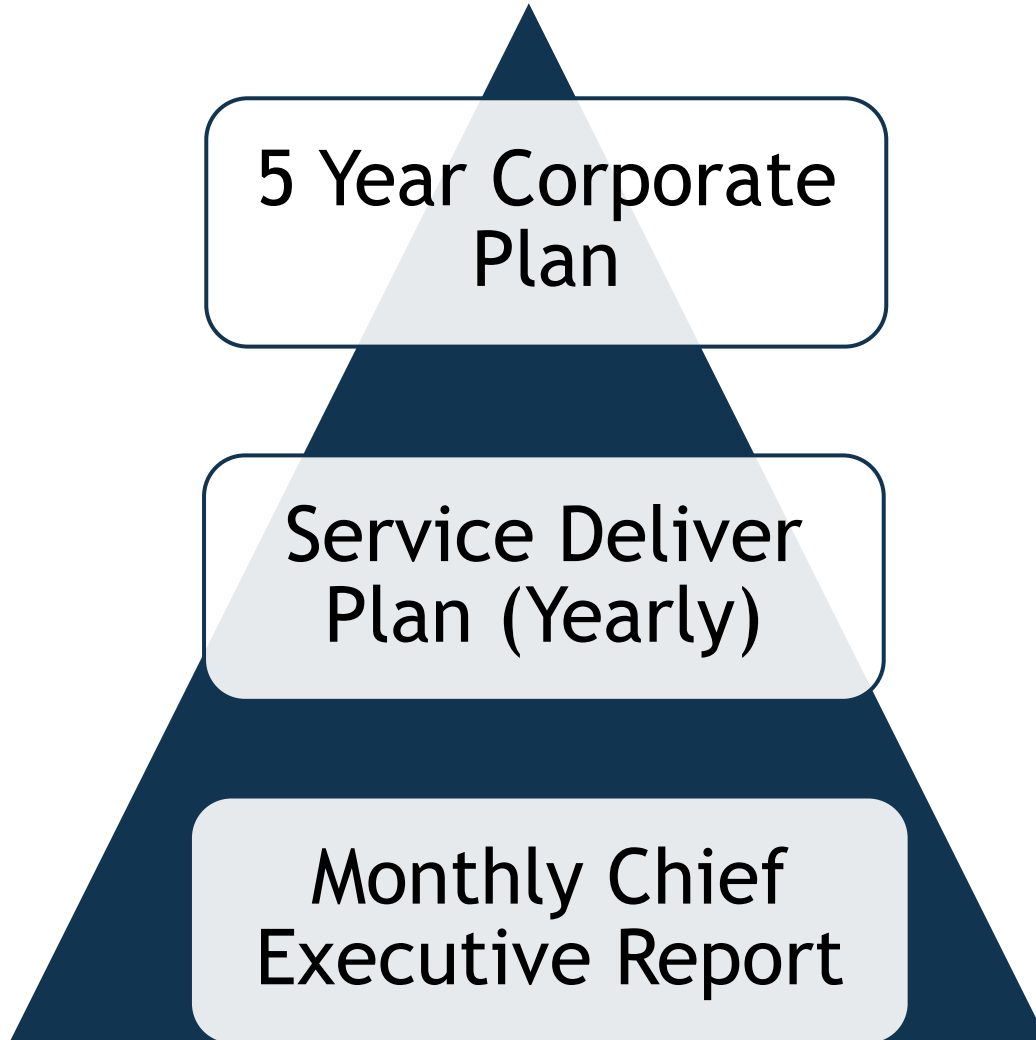
Local Economic
and Community
Plans

Traveller
Accommodation
Programme

Housing
Strategy

Regional
Homeless
Strategy

Etc.



Community Integration Forum

- Relatively new
- Local Authority Integration Teams
- Co-ordinate supports for refugees.

AILG

Association of Irish Local Government
Aontas Rialtas Áitiúil na hÉireann

Council Meeting Procedures and Standing Orders

Statutory Meetings

- ❖ Annual Meeting
- ❖ Monthly Council Meeting
- ❖ Meeting to consider the Local Property Tax
- ❖ Statutory Budget Meeting
- ❖ Area Committee
- ❖ Municipal Districts
- ❖ Corporate Policy Group
- ❖ Strategic Policy Committees
- ❖ Joint Policing Committee (Community Safety Partnerships)
- ❖ Audit Committee
- ❖ Deputations
- ❖ Representations on Committee/Boards

Council Meetings

- ❖ Sections 44 - 47 LG Act 2001
- ❖ Schedule 10 LG Act 2001 - Meetings and Proceedings of Local Authorities
- ❖ Attendance of public and media at meetings (S.45)
- ❖ Role of Meeting Administrator (S.46)
- ❖ Effective Discharge of Business - organised and operate so as to promote effectiveness and efficiency in the discharge of business (S.47)
- ❖ Role of the Cathaoirleach -
 - Section 31 - The Cathaoirleach of a local authority shall take precedence at all meetings of the local authority
 - Disorderly Conduct - Schedule 10

Schedule 10 - LG Act 2001

- Meetings and Proceedings of Local Authorities
 1. Local authority meetings.
 2. Place, date and time of meetings.
 3. Day of annual meeting.
 4. Business and public notice of annual meeting.
 5. Local authority budget meeting.
 6. Special meetings.
 7. Notification of meeting and agenda.
 8. Public notice of meetings.
 9. Business of meeting.
 10. Chairing of meetings.
 11. Quorum

Schedule 10 - LG Act 2001

Standing Orders -Adopted by Elected Council

12. Doing of acts and determination of questions.
13. Disorderly conduct.
14. Minutes.
15. Record of attendance at meetings and address for correspondence.
16. Standing Orders
17. Committees.
18. Right to form groups for certain appointments.
198. Equity in appointments, etc.

Standing Orders

- ❖ Adopted by Council (provisions around the number to adopt or amend)
- ❖ Quorum - Quarter + 1
- ❖ Place/time of meetings/ issuing of agendas
- ❖ Items to be included on the agenda
- ❖ Requisitioning of a special meeting
- ❖ Voting
- ❖ Schedule of meetings
- ❖ Questions
- ❖ Motions
- ❖ Amendment to Motions
- ❖ Procedure for dealing with Urgent Business
- ❖ Suspension of Standing Orders
- ❖ Motions from the Floor
- ❖ Interpretation of Standing Orders

Supplementary Standing Orders to Regulate Remote Meetings

- Ministerial order has been signed to give effect to the holding of Council meetings online
- It is a matter for the Elected Members to decide if and when meetings are to take place remotely
- Can take place, either remotely, hybrid or in various locations in the County Buildings

Corporate Policy Group

- ❖ Cathaoirleach and Chairs of Strategic Policy Committee
- ❖ Co-ordinates the works of the SPC and monitor their work programmes
- ❖ Policy documents must first go the CPG then Council for adoption.
- ❖ A key role in preparation of the Budget.
- ❖ Provides advice and assistance to the full Council
- ❖ Overall issues - Service Delivery Plans, customer service, etc.
- ❖ Consultation - Corporate Plan, appointments to Audit Committee and the LCDC, SPC plan

Strategic Policy Committees

- ▶ Each Local Authority must appoint a specific number
- ▶ Draft Scheme
- ▶ Guidelines for the Establishment of Strategic Policy Committees
- ▶ Economic and Enterprise SPC
- ▶ Policy focused committee linked to the Council Corporate Plan and Local Economic and Community Plan
- ▶ Elected Members and Sectoral Representation
- ▶ Adoption of Scheme

SPC Configuration

- ▶ Elected Members
- ▶ Sectoral Representation - minimum of 6, and where appropriate 7 sectors should be represented on each SPC
 - Agriculture/Farming (Rural Authorities)
 - Environmental/Conservation
 - Development/Construction
 - Business/Commercial
 - Trade Union
 - Community/Voluntary
 - Social Inclusion

Local Community and Development Committee (LCDC)

- ▶ A Committee of the local authority
- ▶ Independent of local authority in performance of duties
- ▶ Developing, co-ordination and implementing a coherent approach to local community development
- ▶ Engagement with the local community
- ▶ Prepares and implements the community element of the LECP
- ▶ Monitors and Reviews the plan once every 3 years
- ▶ Prepares annual report for submission to the Council
- ▶ Co-ordinate, Governance, planning and oversight of all publicly funded local and community development.
- ▶ Adopts a statement for the local authority in respect of the economic elements of the authorities draft plan

Municipal Districts

- ▶ All Elected Members from the Municipal Districts are members and perform a range of Reserved functions at Municipal District level
- ▶ Local Government Reform Act 2014 (Schedule 3 Part 2)
- ▶ The Local Authority may by Resolution delegate functions of the Authority to be performed by the Municipal District
- ▶ Each MD elects its Chairperson/Mayor
- ▶ Municipal District Budget / General Municipal Allocation/discretionary fund

Area Committee

- ▶ 4 No. Dublin Local Authorities, Cork City Council & Galway City Council
- ▶ Section 50 Local Government Act 2001
- ▶ Decision on the specified area of each Committee is made by resolution of the Council
- ▶ Local Electoral Area Boundaries - LEA area or of 2 or more adjoining LEA's
- ▶ Area specific functions.

Council Directorates - Directors of Service

Local Government Functions

- ▶ Housing
- ▶ Transportation
- ▶ Planning & Development
- ▶ Economic Development
- ▶ Finance
- ▶ Operational/Municipal Services
- ▶ Community
- ▶ Arts
- ▶ Heritage
- ▶ Corporate
- ▶ Libraries
- ▶ Local Enterprise Office
- ▶ Tourism



Corporate Services

- ▶ All Council Meetings and statutory, provide support to elected members
- ▶ Payment of representational payment, expenses
- ▶ Communications/ Press releases/ Dealing with media queries
- ▶ Customer Services
- ▶ Corporate Plan /Annual Services Delivery Plan/ Annual Report
- ▶ Chief Executive's Monthly Report
- ▶ Monthly and Quarterly Management Report
- ▶ Governance - Audit, Procurement, Freedom of Information, Ethics Officer, Lobbying etc.
- ▶ Register of Electors

Meetings Administrators

Legislative Background - Local Government Act 2001 - 2014
Section 46

“The manager shall from time to time as may be necessary assign the duties of meetings administration to an employee (referred to in this Act as a ‘meetings administrator’ of a local authority)”

Schedule 10(9) Local Government Act 2001

“The meetings administrator shall, where practicable, advise the Cathaoirleach as regards the business of a meeting”

Meeting Administrator Responsibilities

Meetings

Agenda

Minutes

CPG

Audit

Municipal/Area

Nominations

Casual Vacancies

Cathaoirleach

Corporate Events

Standing Orders

New Council's

Service Delivery Plan

Management Reports

SPC's

Corporate Plan

Annual Reports

Correspondence

