

## Template for proposing an agenda item from PPN Linkage Group to Council committee

There is an expectation that PPN Representatives on Council committees:

1. communicate regularly with their Linkage Group to ensure that they are bringing agreed and relevant issues to the committee on which they sit on behalf of Limerick PPN
2. ensure that they feed back to their Linkage Group and report back regularly to Linkage Groups using a standard PPN reporting template

To help PPN representatives on the Strategic Policy Committees (SPC), Joint Policing Committee (JPC), Local Community Development Committee (LCDC) or other committees as well as the PPN Linkage Group members, a PPN 1) statement of outcomes template and 2) template for proposing an agenda item for a committee meeting are used by Limerick PPN. Both are available on the [PPN website](#).

Please note:

1. a template for proposing agenda items for Council committee meetings is a requirement of the Memorandum of Understanding (MOU) between Limerick PPN and Limerick City and County Council (the MOU is on [the PPN website](#))
2. the national PPN handbook and the Limerick PPN Constitution are also useful references and are available on [the PPN website](#)
3. links to the standing orders for Limerick City and County Council committees and extracts from same are given below

### From SPC standing orders

#### **14. Submission of Items for Agenda**

Each member may **submit one agenda item relevant to the business of the SPC per SPC meeting**. The Chair shall have the final decision on matters for consideration at the SPC meeting. Agenda items must be submitted to the SPC administrator **at least twelve days** before the SPC meeting.

### From JPC standing orders

#### **15. Questions**

15.1 Each Member shall be permitted to submit **2 Questions**.

15.2 All Questions must be submitted, preferably via e-mail, to the Meetings Administrator of the Council, or such other staff member as may be designated by the Meetings Administrator, so as to be received by him/her **at least 10 clear days** before the Joint Policing Committee Meeting.

15.3 Questions shall be relevant to the business of the Joint Policing Committee. Any dispute regarding relevancy shall be determined by the Chairperson.

15.4 Written replies to Questions shall normally be circulated by electronic mail after the meeting takes place.

#### **16. Notices of Motion**

16.1 Each Member shall be permitted to submit **2 Notices of Motion**.

16.2 All Notices of Motion must be submitted, preferably via e-mail, to the Meetings Administrator of the Council, or such other staff member as may be designated by the Meetings Administrator, so as to be received by him/her **at least 10 clear days** before the Joint Policing Committee Meeting.

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While it is the Linkage Group who considers and agrees by consensus to any proposed agenda item going forward on behalf of the PPN, it is the Limerick PPN Representative as a member of the committee, who communicates the completed template to the committee’s meetings administrator. Check with the PPN staff if you do not know who the meetings administrator is.

1. Name of Committee:	
2. Name of Linkage Group:	
3. Name of PPN Representative(s) on this committee who is proposing the agenda item:	
4. When proposed agenda item was agreed by Linkage Group (either at a meeting or through Chatter):	
5. Proposed agenda item	

**NAMES AND SIGNATURES OF THE PPN REPRESENTATIVE PROPOSING THE AGENDA ITEM AND THE LINKAGE GROUP FACILITATOR (The two people cannot be from the same PPN member group/organisation. If the Facilitator is the PPN representative proposing the agenda item, another PPN representative on the council committee should sign this instead of Facilitator).**

We confirm that the proposed agenda item for inclusion at the next meeting of the above-named Council committee was considered by the membership of the above-named Limerick PPN Linkage Group. We understand that the committee Chair has the final decision on matters for consideration at the committee meeting.

1. NAME PRINTED <b>LINKAGE GROUP FACILITATOR</b>	SIGNATURE
2. NAME PRINTED <b>PPN REPRESENTATIVE ON THE COMMITTEE</b>	SIGNATURE