Wexford
LOCAL COMMUNITY SAFETY PARTNERSHIP

Standing Orders

September 2025

Contents

1.0 Place, Date and Time of Meetings

The Local Community Safety Partnership shall hold such and so many meetings as may be necessary for the performance of its functions,

a. to include no fewer than:

b. Four quarterly partnership meetings.

c. One public meeting.

d. One closed meeting for elected representatives for the relevant area.

In so far as practicable, the normal place for holding meetings of the Wexford Local Community Safety Partnership shall be the Council Chamber.

The Safety Partnership may by agreement, appoint an alternative location for a particular meeting as decided by the Chairperson.

The first meeting must be in person to facilitate the election of the Chairperson and Vice-person.

When required and agreed, meetings can be held remotely or blended in accordance with the management of remote/blended meetings as outlined page 23.

The time and dates of the Partnership meetings will be determined by the Chairperson.

The times and schedule of meetings will be set out for the year at the first meeting of the partnership and the last meeting thereafter.

All members are required to sign the Partnership Code of Conduct as outlined page 15 and the elected Chairperson must sign the Declaration of Assurance page 20.

1.1 Notification of Meetings

Notifications of meetings of the Local Community Safety Partnership shall be sent to each Partnership member by electronic means, specifying the date, time, and place of the meeting, and giving no less than 7 working days notice of the meeting.

1.2 Special Meeting

Special meetings of the Local Community Safety Partnership may be convened at any time by the Chairperson or on foot of a request in writing presented to him or her by any four members whereby two members must be non-statutory.

Where a special meeting is convened, notice must be issued by electronic means at least 3 working days in advance of the meeting, containing the time and place of the meeting and specifying the purpose of the meeting to every member of the Local Community Safety Partnership.

Where a Chairperson refuses or neglects to act on foot of a request for a special meeting the members making the request may convene a meeting giving 3 working days notice by electronic means and outlining the reasons for the meeting, the item to be discussed, and the Chairpersons refusal or neglect to hold such a meeting.

1.3 Public Meetings

The Local Community Safety Partnership shall hold at least one public meeting per year. The emphasis of any public meeting will be on community safety rather than individuals and on obtaining the collaboration of the public.

(i) Decisions on holding public meetings and their location will be made at meetings of the Safety Partnership.

(ii) Details regarding public meetings will be advertised in local media, on the Wexford local authority website, and on social media.

(iii) Questions must be received by email/in writing at least **10 full working days** before a meeting of the Safety Partnership by the Safety Partnership Co-ordinator.

- Questions will be accepted from any person with relevant community safety queries.

- Questioners should give their name and address, which will not be publicised.

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

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

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

1.4 Record of attendance at meetings

The Local Community Safety Partnership Co-ordinator / Administrator or other Council Official in their absence shall maintain a record of attendances at meetings as outlined page 21.

1.5 Media Attendance

The media are not mandated to attend the meetings of the Local Community Safety Partnership.

The National Office recommends consideration could be given to invite the media to attend public meetings, or specific meetings on request, in the first year of the Partnership. This is to allow the Partnership to develop its workplan.

Where the media have been invited to attend the following shall apply.

- Rules governing the conduct of persons present at meetings.
- The Chairperson reserves the right of removal of members of the media who interrupt the proceedings or who otherwise misconduct themselves.
- All mobile telephones or other communication apparatus to be switched off.
- No recording equipment is permitted.
- Members of the media must be in the public gallery before the commencement of the meeting in order to ensure entry to the meeting.
- Should the partnership decide to hold the meeting in committee the media will be requested to leave for that part of the meeting.

1.6 Quorum

The quorum for a meeting of the Local Community Safety Partnership shall be **eleven.** There should be a minimum of 4 representatives from among the prescribed bodies, 4 representatives from the non-prescribed bodies and 3 members from the partnership as a whole.

If eleven members are not present **within 30 minutes** after the time appointed for the holding of a Meeting, the Meeting can proceed at the discretion of the Chairperson to deal with issues that do not require a quorum, otherwise the meeting shall stand adjourned to a day to be determined by the Chairperson.

1.7 Order of Business

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

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

- Confirmation of Minutes
- Declaration of Interest
- Quorum
- Business required by statute.
- Matters Arising
- Reports
- General Items
- Members Interest Items
- Local Community Safety Plan
- AOB

In the case of a Special Meeting, the business specified in the notification for such a meeting will be the only item of business.

1.8 Confirmation of Minutes

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

The Minutes shall include –

- The date, place and time of the meeting.
- The names of the members present at the meeting.
- Apologies received.
- Quorum.
- Declaration of Interests.
- Confirmation of minutes.
- Matters Arising
- Reports.
- Items Discussed.
- Actions agreed.
- Members Interests Items.
- Status of outstanding actions.
- AOB

Where there is a roll call vote, the number of members voting for and against the motion and of those abstaining.

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

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

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

The minutes of the meeting shall be published on the Councils website in full unless it contains confidential and sensitive material and will therefore be redacted.

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

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

An example of the minutes template page 21.

1.9 Order of Debate

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

(ii) A member, while speaking, shall address only the Chairperson.

(iii) Members should be succinct and reasonable with their input which will be managed by the Chairperson.

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

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

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

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

2.0 Disorderly Conduct

If, in the opinion of the Chairperson, any member of the Safety Partnership has been or is disorderly by persistently disregarding the ruling of the Chairperson, or by behaving irregularly, improperly or offensively, or by otherwise obstructing

the business of the meeting, and the Chairperson has conveyed his or her opinion to the members present by naming the member concerned, then the Chairperson or any member may move “that the member named leave the meeting” and the motion, if seconded, shall be put and determined without discussion.

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

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

2.1 Standing Orders

(i) The Wexford Local Community Safety Partnership shall agree Standing Orders.

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

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

(iv) A copy of any amendment to standing orders shall likewise be supplied to each member.

(v) The Chairperson will have power to deal with any matter not covered by Standing Orders.

(vi) The Chairperson's ruling on any question or interpretation of the Standing Order will be final.

2.2 Suspension of Standing Orders

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

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

2.3 Declaration of Interest

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

(ii) A Register of Interests shall be completed/maintained, and all members will have to certify their position before each meeting. A Declaration of Interests form will be submitted annually, which will include a statement of understanding on the requirement to declare interests as they arise. Members will also be required to declare any conflict of interest that may occur due to an unexpected item arising.

(i) For the purposes of clarification, a conflict of interest can be described as any form of personal interest, which may affect, or might reasonably be thought to affect, on an individual's impartiality in decision-making.

2.4 Decisions of the Local Community Safety Partnership

Decisions should be made through a collaborative and consensual approach proposed and seconded by members. Where there is no consensus and if this is not possible, a majority vote will apply by roll call:

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

2.5 Subgroups

Subgroups are a subset of the Safety Partnership and are generally established to focus on thematic pillars for example youth engagement, drugs and policing, and building community capacity. The establishment of subgroups may also be informed by priorities listed in the Local Community safety Plan.

(i) The Chairperson, in consultation with the Local Community Safety Partnership, may appoint Sub- Groups for any specific purpose.

(ii) When appointing a Subgroup, the members shall determine the number and names of the Members who are to serve on it and who will Chair it.

(iv) The Chairperson shall fix the quorum, which shall not be less than three, that will apply in respect of a Subgroup.

(v) The term of office of a Subgroup shall be for such period as the Chairperson may determine.

(vi) The Chairperson of each Subgroup shall be responsible to the Members for the general management of the business entrusted to the Subgroup.

(vii) A copy of any report of a Subgroup to be submitted to the Local Community Safety Partnership shall be transmitted to each Member at least **three days** before any meeting at which it is to be discussed.

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

2.6 Working Groups

Working Groups are focused timebound groups set to undertake a task such as a specific current community safety issue, or to deliver a project or action within the LCSP plan.

(i) The Chairperson in consultation with the Local Community safety partnership may appoint a working group for any specific purpose.
(ii) The members of the working group can be consist of members of the partnership and non-members of the partnership.
(iii) A Working Group should be for a specified period of time and should disband when no longer required.
(iv) The Chairperson in consultation with the partnership will set out the terms of reference of the working group, the remit, membership and reporting mechanism.
(v) Any report should be submitted at least 3 working days in advance for the partnership to consider.
(vi) Multiple Working Groups can be established to deliver on specific actions on the LCSP Plan.

2.7 Presentations

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

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

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

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

Special arrangements can be made by the Chairperson to accommodate a longer presentation such as before a partnership meeting.

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

2.8 Community Safety Fora

The Local Community Safety Partnership will consider the establishment of Neighbourhood Community Safety Fora in accordance with guidance from the National Office and Ministerial Regulations when ratified in accordance with Section 115 Policing Security and Community Safety Act 2024.

3.0 Safety Partnership Members Code of Conduct

The aim of this code of conduct is to set out the guiding principles, practices and obligations that are required of all members during their term of appointment to the Safety Partnerships.

Guiding Principles

Members work should be guided by the guiding principles of Local Community Safety Partnerships as set out in the Guidance for the Operation of Local Community Safety Partnerships

Community Responsibility

Members have responsibility to act in the interests of the community rather than the interests of any group they represent or self-interest.

Integrity

Members should act with honesty, fairness and transparency. Members should not use their role for personal gain.

Conflicts of Interest

Where there are conflicts of interests, members are obliged to declare these.

Accountability

All members commit to being active participants in the identification and delivery of community safety responses in the Safety Partnership. They also commit to attending meetings and events of the Safety Partnership, where needed, and to fulfil any actions they have committed to undertaking.

Openness and Transparency

Members should be as open as possible about the decisions, positions and actions that they take.

Collaboration and Partnership

Members are committed to working collaboratively to co-create initiatives to improve community safety and to advance the shared goals of the Safety Partnership.

Respectful dialogue and Inclusion

Members should respect the experience and contribution of all other members regardless of their backgrounds or opinions. Members will work with all other stakeholders respectfully regardless of their background or opinion. Discussions should be kept in focus on the issue, not the individual and not extend to individuals being subjected to unreasonable and excessive personal attack.

Equality

Members should recognise the value of diversity in Safety Partnerships and commit to promoting equality and non-discrimination. People should be treated with respect regardless of their, race, ethnicity, gender identity, sexual orientation, disability status, socio-economic status, health status, religion.

Confidentiality

Members commit to not disclosing any confidential information that is discussed in the course of the work of the Safety Partnership.

Acknowledgement and Agreement

I confirm that I have read and understood the Safety Partnership Code of Conduct. I agree to abide by the principles and behaviours outlined above throughout my term as a member of the Wexford Local Community Safety Partnership.

Name: _____

Organisation (if applicable): _____

Signature: _____

Date: _____

3.1 Conflict of Interest Declaration

Wexford Local Community Safety Partnership Terms of Reference states that members are required to certify their position and declare any Conflict of Interest in advance of a meeting in the below table which should be returned to the Wexford Local Community Safety Partnership Coordinator.

Members are also required to declare any Conflict of Interest that may occur due to an unexpected item arising.

For the purposes of clarification, a conflict of interest can be described as any form of personal interest, which may affect, or might reasonably be thought to affect, on an individual's impartiality in decision-making.

Conflicts can and are expected to arise from time to time; where a Conflict of Interest is declared by a member, that person must absent themselves from deliberations relating to the declaration. The declaration of interest will be formally recorded in meeting minutes.

Date of Meeting	**Agenda Item**	**Nature of interest**	**Will/Did you absent yourself from deliberations (Yes/No)**

Member Name (Please) Print): _____

Member Signature: _____

Date: _____

3.2 Chairperson Nomination Form

Chairperson Nomination Form	
Nominee Name	
Photo attached	
Proposer Name (where different to Nominee)	
Please outline how you feel you/this person has the experience to fulfil the role of the Chairperson of Wexford Local Community Safety Partnership	
Please briefly outline your vision and goals for the Wexford Local Community Safety Partnership	
Nominee Signature	
Proposer Signature	
Date	

3.3 Vice-chairperson Nomination Form

Vice-chairperson Nomination Form	
Nominee Name	
Photo attached	
Proposer Name (where different to Nominee)	
Please outline how you feel you/this person has the experience to fulfil the role of the Vice-chairperson of Wexford Local Community Safety Partnership	
Please briefly outline your vision and goals for the Wexford Local Community Safety Partnership	
Nominee Signature	
Proposer Signature	
Date	

3.4 Declaration of Assurance for Chairpersons of Safety Partnerships

For the Position of Chairperson, Wexford Local Community Safety Partnership.

I, _____ declare the following in relation to my appointment for the role of Chairperson of the Wexford Local Community Safety Partnership (LCSP).

Role of Chairperson

I confirm that I have read role description and that I understand the role of the Chairperson of the Local Community Safety Partnership

I possess the necessary skills, experience, and commitment to carry out the role the Chairperson as described in the role description.

Commitment to Community Safety

I affirm my dedication to promoting community safety, inclusivity, and collaboration among stakeholders, including An Garda Síochána, local authorities, community groups, and residents.

I will act in the best interests of the community and uphold the Guiding Principles of Local Community Safety Partnerships.

Time Commitment.

I confirm that I understand that the role of Chairperson is a high level voluntary position and that I can dedicate the necessary time to effectively carry out the duties of Chairperson, including attending meetings, engaging with stakeholders, and representing the Safety Partnership as needed.

Name: _____

Signature: _____

Date: _____

3.5 Meeting Minutes Template and Attendance Log

Wexford Local Community Safety Partnership	
Date:	
Time:	
Venue:	
Minute Taker	

Attendance	
Quorum:	**YES/NO**
Apologies:	
1. Declaration of Interest	
2. Confirmation of minutes of previous meeting DD MMMM YYYY	
3. Matters Arising	
4. Item A	
5. Item B	
6. Item C	
7. Members' Interest Items	
8. AOB	
Next Meeting	
Date:	
Time:	
Venue:	
Signed Chairperson & Minute Taker	

Wexford LCSP MEMBERSHIP ATTENDANCE LOG			
No	**Name**	**Representative Body**	**Present Y/N**
1			
2			
3			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Total Membership	**X/30 filled**	**X Vacancies**
Total Attendance	**XX**	**X**
% of Members in Attendance	**X%**	**X/30**

Signature Chairperson	**Signature LCSP Coordinator/Administrator**

4.0 Management of Remote/Blended Meetings

(i) Members should notify the Meeting Coordinator in advance if they intend to attend the meeting remotely.

(ii) Any member participating in a meeting remotely must, have their cameras on at all times, and when they are speaking, be able to be heard by all other members in attendance as far as practicable, and the remote participant must, in turn, be able to hear (and see, where practicable) those other members participating.

(iii) The Chairperson or the Meeting Coordinator will at the outset, and at any reconvening of a meeting, conduct a roll call of participating members and ensure that they can hear and, where practicable, see those in attendance.

(iv) Any member participating remotely should also confirm at the outset and at any reconvening of the meeting that they can hear and, where practicable, see the proceedings.

(v) Members should inform the Meetings Coordinator if they lose connection during the meeting.

(vi) The attendance of those members attending the meeting remotely will be recorded by the Meetings Coordinator.

(vii) Members attending physically and remotely will together constitute a quorum.

(viii) At the commencement of the meeting, each member participating remotely has personal responsibility to ensure and confirm to the Meetings Coordinator that there are no other persons present who are not entitled to either hear or see consideration of the meeting discussions.

(ix) Subject to compliance with General Data Protection Regulations (GDPR), the Meeting Coordinator may facilitate the recording of the meeting for the purposes of taking minutes. However, this recording shall only be used for this purpose and will be deleted once the minutes are agreed.

(x) No other recording of the meeting and its proceedings by any person shall be allowed.

4.1 Remote/Blended Meeting Procedures

(i) The Meetings Coordinator will coordinate the facilitation of the meeting. He / She or another appropriate official will assume responsibility for controlling the conferencing technology employed for remote access and attendance, and to administer the member interaction, engagement and connections on the instruction of the Chairperson.

(ii) Members should allow sufficient time to establish a connection prior to the commencement of the meeting to allow themselves and the Meeting Coordinator the opportunity to test the connection.

(iii) The Chairperson, or at the Chairperson's request, the Meetings Coordinator, shall, at the beginning of the meeting explain the protocol for members participation.

(iv) The Chairperson's ruling during the debate will be final.

(v) Members who wish to speak should use the notification process as directed by the Chairperson and then speak when invited.

(vi) All meeting attendees attending remotely shall, other than when speaking, mute their microphone so as not to cause undue interference to the business of the meeting.

(vii) Members attending remotely who leave the meeting should make every effort to inform the Chairperson by the appropriate means that they are exiting the meeting to ensure there is a Quorum remaining and so that it is not presumed to be a loss in connectivity