

Kilkenny City Joint Policing Committee

Annual Report 2010



Adopted at Meeting of Kilkenny City Joint Policing Committee held on 12th April, 2011.

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Background

The Kilkenny City Joint Policing Committee was established in 2009 and held its inaugural meeting on 6th April, 2009.

JPC Members were appointed as per the Department of Environment, Heritage and Local Government Guidelines; a senior Garda Official sits on the Committee and the Committee is chaired by an Elected Member, currently Cllr. Paul Cuddihy.

Meetings and Topics of Discussion

Inaugural Meeting – 6th April, 2009.

The Committee held its inaugural meeting on 6th April, 2009. Councillor Paul Cuddihy chaired the meeting which was an introductory meeting to explain the purpose and role of the Joint Policing Committee. The Director of Services provided an outline of the background, policy and legislation in relation to the Joint Policing Committee. The Chief Superintendent, on behalf of An Garda Síochána, welcomed the initiative and set out his views on how progress could be made to ensure that the work of the Joint Policing Committee could be effective.

All Elected Members and community representatives also welcomed the initiative and put forward what they hoped to achieve through the Joint Policing Committee.

All members of the Committee gave their approval to the RAPID CCTV proposal for the Hebron Road/Park area as outlined by the RAPID Co-Ordinator.

Meeting Held 13th October, 2009

15 no. Members attended this meeting and the following topics were discussed:

- Drugs Task Force.
- Safety in the Home.
- CCTV in operation.
- Gambling.

Meeting Held 9th March, 2010

15 no. Members attended this meeting and the following topics were discussed:

- Human Trafficking.
- Fix Date to View CCTV in Operation.
- Drug Abuse and Public Safety.
- Head Shops – the current legal position.
- Taxi Ranks and Parking Spaces.
- Neighbourhood Watch.
- Fix Dates for Meetings in 2010.

Meeting Held 18th June, 2010

13 no. Members attended this meeting and the following topics were discussed:

- Neighbourhood Watch Scheme.
- Kilkenny District Policing Plan 2010.

Meeting Held 13th September, 2010

13 no. Members attended this meeting and the following topics were discussed:

- Kilkenny Area District Policing Plan 2011.
- Community Policing.
- Derelict Houses.
- Drinking in public places.
- Neighbourhood Watch in Kilkenny.
- South East Regional Support Network.
- Pawn Shops.

Meeting Held 13th December, 2010.

12 no. Members attended this meeting and the following topics were discussed:

- Presentation from Sergeant Pat Conway, JPC Monitoring Office, Garda Headquarters.
- Adoption of Standing Orders.
- Kilkenny Borough Joint Policing Committee Action Plan 2010/2011.
- Presentation from South East Regional Support Network.
- Presentation from Regional Drugs Task Force.

Performance of Joint Policing Committee Function.

CCTV in Operation

Since the establishment of the Kilkenny City Joint Policing Committee, 15 no. CCTV Cameras have been installed and are in operation in Kilkenny City. These cameras assist in the deployment and direction of Gardaí.

All members of the Committee viewed the CCTV cameras in operation on 29th March, 2010.

Major review of Gambling undertaken by Department of Justice, Equality and Law Reform.

The Joint Policing Committee set up a sub-group to formulate a submission to the Department of Justice, Equality and Law Reform.

Neighbourhood Watch

The Committee agreed that Neighbourhood Watch and Community Alert schemes are a significant contributor to the prevention of crime and that this item should be a high priority in the Joint Policing Committee's works programme.

It was also agreed to host an event to promote Neighbourhood Watch and to encourage greater community involvement.

The Joint Policing Committee were informed that a Community Policing Team is currently in place to role out more Neighbourhood Watch Schemes and Garda Resources have been assigned to service these schemes and that any group wishing to set up a Neighbourhood Watch Scheme should contact the Community Policing Team for support and advice.

The Committee agreed that information should be made more readily available to the community as to how to organise a neighbourhood watch scheme in their area.

A review of the current list of Neighbourhood Watch Schemes is being carried out and the Gardaí have agreed to carry out this review in conjunction with the Elected Members.

It was further agreed by the Committee that the Neighbourhood Watch Scheme would be promoted through the Garda Community Safety Week 2010.

Consumption of Alcohol in Public Places

The Committee, following numerous discussions on the availability of alcohol from off-licences and supermarkets and agreed that a letter be issued to the Minister for Trade, Enterprise and Employment, requesting a review of the Groceries Order regarding low cost selling which has contributed to the low cost of alcohol in Off-Licences and supermarkets and is the key issue driving the underage drinking problem.

The Kilkenny Borough Council Joint Policing Committee Standing Orders were adopted on 13th December, 2010.

Presentation from Sergeant Pat Conway, JPC Monitoring Office, Garda Headquarters.

Sergeant Pat Conway, Garda National Joint Policing Committees, Monitoring Office, was invited to give a presentation to the Joint Policing Committee on the following:

- 1) Function of Joint Policing Committee
- 2) Role of the Joint Policing Committee
- 3) Joint Policing Committees Best Practice.
- 4) Possible issues a Joint Policing Committee could focus on.
- 5) Access to Joint Policing Committee, i.e. website.
- 6) Reports to be prepared by the Joint Policing Committee.

Each Member was issued with a copy of the presentation.

Standing Orders

The Kilkenny City Joint Policing Committee Standing Orders were adopted in December 2010 and a copy circulated to all Members.

Kilkenny City Joint Policing Committee Action Plan 2010/2011.

The Joint Policing Committee agreed an Action Plan for 2010/2011 as put forward to them at their meeting of 13th December, 2010.

As part of this plan it was agreed to establish 3 no. sub-groups which will focus on the following areas of the Plan:

- 1) Crime, Drugs and Public Order.
- 2) Community Engagement.
- 3) Traffic.

Publicity.

The local media are notified in advance of the upcoming Joint Policing Committee Meetings together with a copy of the Agenda for that meeting.

The Committee agreed that the possibility of the setting up of a Joint Policing Committee website to improve accessibility by the public to the Joint Policing Committee should be investigated.

The Joint Policing Committee scheduled for 17th January, 2012, will be a public meeting.

Appendices

Appendix 1

**Minutes of Meetings of Kilkenny City Joint Policing Committee
2009/2010**

JOINT POLICING COMMITTEE

To the Mayor and Each Member

The inaugural meeting of Kilkenny City Joint Policing Committee was held in City Hall on 6th April, 2009.

Councillor Paul Cuddihy chaired the meeting, which was an introductory meeting to explain the purpose and role of the joint policing committee.

Mr. Tony Walsh, Director of Services provided an outline of the background, policy and legislation in relation to the joint policing committee.

Chief Superintendent M. McGarry, on behalf of an Garda Siochana welcomed the initiative and set out his views on how progress could be made to ensure that the work of the joint policing committee could be effective.

All elected members, and community representatives contributed to the discussion and set out their views on what they hoped to achieve through the joint policing committee.

All members present gave their approval to the RAPID CCTV proposal for the Hebron Road/Park area as outlined by Ronan Ryan, RAPID co-ordinator.

Signed: *Brian Tyrrell*
20th April, 2009.

KILKENNY CITY JOINT POLICING COMMITTEE

Minutes of Meeting held on 13th October, 2009 at 6.00 p.m.
in the Council Chamber, City Hall, Kilkenny.

Attendance: Cllrs. S. OhArgáin, D. Fitzgerald, B. Mannion, M. Brett, M. Noonan, P. Cuddihy, J. Malone, M. Fitzpatrick, J. Coonan, A. McGuinness, J. Reidy, Chief Supt. Michael McGarry, Thomastown Garda Station, Superintendent Michael Nevin, Inspector Liam Connolly, Kilkenny Garda Station, Mr. Joseph Mguni.

Apologies received from the following:

B. Aylward T.D., P. Hogan, T.D., J. McGuinness T.D., Senator John Paul Phelan, Mary White T.D., Cllr. K. Funchion, Mr. Pat McCauley, Ms. Marie Fogarty.

Councillor Paul Cuddihy welcomed those present and proceeded with the Agenda as circulated on 7th October, 2009.

1. DRUGS TASK FORCE:

Superintendent Michael Nevin provided members with a detailed verbal report on the local Garda strategy in dealing with drug use and related issues, with specific reference to their approach in both prevention and rehabilitation. Superintendent Nevin outlined the resources being deployed in this specialist area, and the rotation system being operated which resulted in informed policemen being constantly trained. He referred to the increasing prevalence in the use of heroin and provided detailed statistics in relation to the numbers of possession detections and a breakdown of the types of offences and detections under different sections of legislation.

Superintendent Nevin provided comprehensive statistics which was welcomed by all committee members.

Chief Superintendent McGarry informed the meeting that the Gardaí used modern policing methods and he hoped that the public would be provided with a service of the highest standards and confirmed that the Gardaí were working with and through communities to combat and prevent the mis-use of drugs. He had particular praise for the various sporting groups, where

volunteers were giving of their time and energy to assist young people by giving them a sporting outlet for their energy.

Both Chief Superintendent McGarry and Superintendent Nevin responded to questions raised by Councillors.

2. SAFETY IN THE HOME:

Superintendent Nevin provided a comprehensive report to the meeting covering a number of aspects in relation to Safety in the Home, including:

- The support by Gardaí to twenty six (26) Neighbourhood Watch Schemes in Kilkenny
- The availability of a Crime Prevention Officer to advise on home safety
- The constant analysis of data on crimes committed in this area in order to facilitate optimal deployment of Garda Resources in the area
- The need for personal responsibility
- The role of the media in getting out strong prevention information and the need to avoid sensationalism in reportage.

Superintendent Nevin also referred to the need of people to be responsive and aware of the needs of their neighbours and acknowledged that burglary was an invasion of privacy and caused considerable after effects. He also displayed some policing charts and statistics detailing the incidents, timing and nature of burglaries to demonstrate the use of such information in detection and prevention.

3. CCTV IN OPERATION:

Chief Superintendent McGarry informed the meeting that fifteen (15) CCTV cameras were now in operation in Kilkenny city. He stressed that the cameras should be seen as a supplement to the Gardaí rather than as a replacement of Gardaí. He stated that the cameras would assist in the deployment and direction of Gardaí. He suggested that following completion of works at the Kilkenny Garda Station, he would invite all members of the Joint Policing Committee to view the system in operation.

4. GAMBLING:

Mr. B. Tyrrell informed the committee that this item referred to an invitation to Kilkenny Borough Council to make a submission on a Major Review of Gambling being undertaken by the Department of Justice, Equality and Law Reform. This item had been listed for a Kilkenny Borough Council meeting and had been referred to the Joint Policing Committee.

The Gardaí advised that they would be making their own submission through the Gardaí nationally.

The Borough Council Members of the Joint Policing Committee decided to form a sub group to formulate a submission on behalf of the Kilkenny Borough Council. The following members were nominated for this purpose;

Cllrs. S. O'hArgáin, B. Manning, J. Malone, J. Coonan and P. Cuddihy.

A meeting of the group was to take place within a week.

This concluded the business of the meeting.

KILKENNY CITY JOINT POLICING COMMITTEE

Minutes of Meeting held on 9th March, 2010 at 4.00 p.m.
in the Council Chamber, City Hall, Kilkenny.

Attendance: Cllr. P. Cuddihy, Chairman.
Cllrs. S. OhArgáin, D. Fitzgerald, B. Manning,
M. Brett, M. Noonan, J. Malone,
J. Coonan, A. McGuinness, J. Reidy, K. Funchion,
Chief Supt. Michael McGarry, Thomastown Garda
Station, Superintendent Michael Nevin, Mr. Joseph
Mguni, Ms. Marie Fogarty.

Apologies received from the following:

B. Aylward T.D., P. Hogan, T.D., J. McGuinness T.D.,
Senator John Paul Phelan, Mary White T.D., Cllr. M.
Fitzpatrick and Mr. Pat McCauley.

1. MINUTES OF 13TH OCTOBER, 2009:

It was Proposed by Cllr. J. Coonan
Seconded by Cllr. B. Manning
And Agreed:

“That the minutes as presented to the meeting are hereby adopted.”

2. HUMAN TRAFFICKING:

Cllr. B. Manning raised the issue and referred to exploitation, domestic slavery, sexual exploitation and the invisible nature of the problem. She expressed the concerns of other members and asked for guidance and information on how to highlight and eliminate the problem. Supt. Nevin provided some practical advice including the “blue blindfold” initiative and the website/information leaflets which he shared with the committee members. The Gardaí also referred to the National and Regional monitoring units and to the deployment of Ethnic Liaison Officers and to certain covert and overt operations in the area of labour exploitation. The Gardaí felt the situation was well managed in Kilkenny but were well aware of the need for vigilance.

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The Gardaí also replied to questions regarding the breaches of labour codes and referred to some recent successful prosecutions.

3. FIX DATE TO VIEW CCTV IN OPERATION:

It was agreed to view the CCTV system on Monday 29th March, 2010 at 3.30 p.m.

4. It was agreed to take agenda items:

- (3) Drug Abuse and Public Safety
- (4) Head Shops – the current legal position

All members of the committee spoke on this topic with particular emphasis on the concerns about Head Shops which are currently selling substances which mimic the effect of illegal drugs. It was noted that the Government had recently announced the commencement of a process which would lead to making the sale of some of these substances illegal. The plight of parents whose children were suffering the effects of these substances was also referred to.

The Gardaí also expressed their concerns and advised the meeting of some of the inspection and monitoring measures which they have in place.

The use of the Planning and Development code was also referred to and Mr. B. Tyrrell stated that the advice from the Department of Environment, Heritage and Local Government was awaited, but noted the potential difficulties in enforcing any action in this area.

A notice of motion tabled by Cllr. S. ÓhArgáin from the Kilkenny Borough Council Agenda was also discussed.

“That Kilkenny Borough Council notes with extreme concern recent revelations and medical evidence regarding hemp or ‘head’ shops and the unrestricted sale of hallucinogenic drug materials from many of these outlets. We note the total lack of regulation of these premises and are particularly

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concerned that no age limits apply to the sale of goods and drug compounds from them. Kilkenny Borough Council calls on the Minister for Health to immediately put in place a licensing and inspection structure for these premises and on the Minister for the Environment, Heritage and Local Government, to amend the Planning and Development Act to allow local authorities to prevent the opening or trading of such premises.”

It was agreed that public awareness, education and appropriate regulation was essential in dealing successfully with the problem. Personal responsibility was also encouraged.

5. TAXI RANKS AND PARKING SPACES IN JOHN STREET AND ELSEWHERE IN KILKENNY:

Mr. B. Tyrrell reminded members that Draft Appointed Stands Bye-Laws were currently on display and submissions could be made in writing before 23rd April, 2010. He further stated that consultation with the Gardaí will take place as part of the statutory process.

The bye-laws will be brought back for final adoption to the Borough Council.

6. NEIGHBOURHOOD WATCH:

Supt. Nevin stated that Neighbourhood Watch and Community Alert had been identified by the Crime Council as being a significant contributor to effective prevention of crime. The Gardaí are fully behind the Neighbourhood Watch initiatives and requested that the Joint Policing Committee adopt Neighbourhood Watch as a high priority in its works programme.

It was agreed to host an event to promote Neighbourhood Watch and to encourage greater community participation.

7. FIX DATES FOR MEETINGS IN 2010:

Mr. B. Tyrrell advised that the Oireachtas Members had asked for consideration in fixing dates to try to avoid clashing with sitting Dáil/Seanád business.

The following dates were then agreed:

18 TH June, 2010	at 3.30 p.m. in City Hall
13 th September, 2010	at 3.30 p.m. in City Hall
13 th December, 2010	at 3.30 p.m. in City Hall

THIS CONCLUDED THE BUSINESS OF THE MEETING.

KILKENNY CITY JOINT POLICING COMMITTEE

Minutes of Meeting held on 18th June, 2010 at 4.00 p.m. in the Council Chamber, City Hall, Kilkenny.

Attendance: Cllr. Paul. Cuddihy, Chairman.
Cllr. John Coonan, Cllr. Sean O hArgáin, Cllr. Betty Manning, Cllr. Andrew McGuinness, Cllr. Malcolm Noonan, Cllr. Joe Reidy.
Deputy Bobby Aylward, T.D., Deputy John McGuinness, T.D.
Superintendent Michael Nevin, Inspector Liam Connolly.
Mr. Pat McAuley, Ms. Marie Fogarty.

Apologies received from the following:

Cllr. Martin Brett, Cllr. Marie Fitzpatrick, Cllr. David Fitzgerald, Cllr. Kathleen Funchion, Cllr. Joe Malone, Deputy Phil Hogan, T.D., Senator John Paul Phelan, Deputy Mary White T.D., Mr. Joseph Mguni, Ms. Martina Comerford.

1. MINUTES OF MEETING HELD ON 9TH MARCH, 2010.

It was:

Proposed by Cllr. John Coonan

Seconded by Cllr. Joe Reidy

And Agreed:

“That the minutes as presented to the meeting are hereby adopted.”

2. MATTERS ARISING FROM THE MINUTES.

It was noted that an audit of the Neighbourhood Watch Scheme is underway.

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3. KILKENNY DISTRICT POLICING PLAN 2010.

Superintendent Michael Nevin presented the Kilkenny District Policing Plan for 2010 and provided a copy of the Plan to each Member. Superintendent Nevin outlined the vision, mission and values underpinning the Policing Plan and elaborated the values of honesty, accountability, respect and professionalism. He then spoke about the six goals included in the Strategy:

1. Ensure our Nation's Security.
2. Confronting Crime.
3. Effective Roads Policing.
4. Ensuring a peaceful community.
5. Working with Communities.
6. An excellent organisation.

He then outlined the various tasks, targets, performance indicators, reporting time frames, process owners and outcomes, and responded to questions from Committee Members.

The Chairman and Members thanked Superintendent Nevin for his comprehensive report.

Next Meeting

It was agreed to hold the next meeting on 13th September, 2010, at 3.30 p.m. in City Hall.

It was agreed to include the Kilkenny District Policing Plan 2011 on the Agenda for 13th September meeting.

This concluded the business of the meeting.

KILKENNY CITY JOINT POLICING COMMITTEE

Minutes of Meeting held on 13th December, 2010 at 4.00 p.m. in the Council Chamber, City Hall, Kilkenny.

Attendance: Cllr. Paul Cuddihy, Chairman.
Cllr. John Coonan, Cllr. Sean O hArgáin, Cllr. David Fitzgerald, Cllr. Betty Manning, Cllr. Malcolm Noonan, Cllr. Joe Reidy.
Superintendent Michael Nevin, Inspector Liam Connolly.
Mr. Pat McAuley, Mr. Joseph Mguni, Ms. Martina Comerford.
Mr. Pat Conway, Garda National Joint Policing Committees Monitoring Office.
Mr. Jim O'Dwyer, Regional Drugs Task Force.

Apologies received from the following:

Cllr. Martin Brett, Cllr. Marie Fitzpatrick, Cllr. Kathleen Funchion, Cllr. Joe Malone, Cllr. Andrew McGuinness, Cllr. Seán Ó hArgáin, Deputy Bobby Aylward, Deputy John McGuinness, T.D., Deputy Phil Hogan, T.D., Senator John Paul Phelan, Deputy Mary White T.D., Ms. Marie Fogarty.

1. MINUTES OF MEETING HELD ON 13TH SEPTEMBER, 2010.

It was:

Proposed by: Cllr. Betty Manning
Seconded by: Mr. John Coonan
And Agreed:

"That the minutes as presented to the meeting are hereby adopted."

2. PRESENTATION FROM SERGEANT PAT CONWAY, JPC MONITORING OFFICE, GARDA HEADQUARTERS.

Sergeant Pat Conway, Garda National Joint Policing Committees, Monitoring Office, gave a brief presentation to the meeting on the following:

- 1) Function of Joint Policing Committee
- 2) Role of the Joint Policing Committee
- 3) Joint Policing Committees Best Practice.
- 4) Possible issues a Joint Policing Committee could focus on.
- 5) Access to Joint Policing Committee, i.e. website.
- 6) Reports to be prepared by the Joint Policing Committee.

Cllr. Paul Cuddihy, Chairman, and Superintendent Michael Nevin thanked Sergeant Conway for this presentation. Sergeant Conway, following his presentation, replied to a number of queries raised by the Committee.

It was agreed that a copy of the presentation would be circulated to all members of the Joint Policing Committee.

3. STANDING ORDERS FOR JOINT POLICING COMMITTEE.

Following a discussion regarding the Standing Orders which it was agreed were very comprehensive, it was:

Proposed by: Cllr. Joe Reidy
Seconded by: Cllr. John Coonan
And Agreed

“that Kilkenny Borough Council Joint Policing Committee Draft Standing Orders, as circulated, as hereby adopted.”

A copy of the adopted Standing Orders to be circulated to all Members of the Committee.

The following schedule of meetings for 2011 was also agreed:

Tuesday, 12th April, 2011, at 3.30 p.m.
Tuesday, 12th July, 2011, at 3.30 p.m.
Monday, 10th October, 2011, at 3.30 p.m.
Tuesday, 17th January, 2012, at 3.30 p.m. (Public Meeting).

4. KILKENNY BOROUGH JOINT POLICING COMMITTEE ACTION PLAN 2010/2011.

Cllr. Paul Cuddihy and Superintendent Michael Nevin went through the proposed Action Plan for 2010/2011, as circulated with the Agenda.

The Committee agreed that this Action Plan would be the basis upon which the Joint Policing Committee would proceed for 2010/2011 and would form the structure for future Agendas for the Committee.

It was further agreed to establish 3 no. Sub-Groups which will focus on the following areas of the Plan:

- 1) Crime, Drugs and Public Order.
- 2) Community Engagement.
- 3) Traffic.

The Action Plan will be circulated to all Members of the Committee and Members will be requested to consider whether they wish to be part of a Sub-Group.

Mr. Brian Tyrrell suggested that correspondence be issued to the Members requesting them to respond before a fixed date in January indicating their Sub-Group preference. The Committee agreed with Mr. Tyrrell's suggestion and felt that the Sub-Groups should be set up before the next Joint Policing Committee Meeting and possibly commence their meetings in February, 2011.

The Committee agreed that the possibility of the setting up of a Joint Policing Committee website to improve accessibility by the public to the Joint Policing Committee should be investigated.

5. PRESENTATION FROM SOUTH EAST REGIONAL SUPPORT NETWORK.

Ms. Breda Fell gave the meeting a brief presentation on the work of the South East Family Support Network.

In response to a query regarding the installation of CCTV in playgrounds, Superintendent Michael Nevin, indicated that the Gardaí have no objections regarding this matter. However, it was agreed that funding may be an issue. It was agreed to direct this item to the Crime,

Drugs and Public Order Sub-Group for further investigation when it has been established.

The Committee thanked Ms. Fell for her presentation and Superintendent Michael Nevin suggested that Ms. Fell make her presentation at the next meeting of the Garda Drugs Team.

6. PRESENTATION BY MARTINA COMERFORD, COMMUNITY & ENTERPRISE, AND JIM O'DWYER, REGIONAL DRUGS TASK FORCE.

Mr. Jim O'Dwyer, Regional Drugs Task Force, gave the meeting a presentation on Addressing Alcohol and Drug Related Harm at Local Level which contained current statistics on Drug use and consequences and a Prevention Framework.

The Committee thanked Mr. O'Dwyer for his presentation and it was agreed to circulate a copy of the presentation to all Members of the Committee.

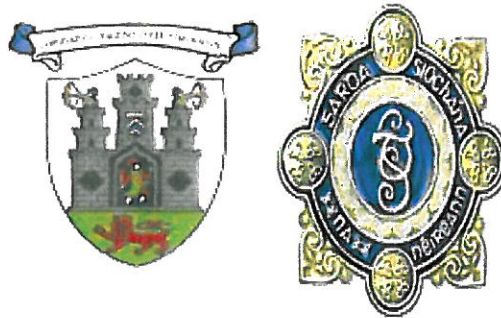
This concluded the business of the meeting.

Appendix 2

**Standing Orders of Kilkenny City Joint Policing Committee
adopted 13th december, 2011.**

Kilkenny City Joint Policing Committee

Standing Orders



Adopted 13th December, 2010

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Kilkenny City Council Joint Policing Committee

Standing Orders

1. Definitions

- 1.1 In these Orders "Joint Policing Committee" and/or "JPC" refers to The Joint Policing Committee or JPC of Kilkenny Borough Council, as set out under Section 36 of the Garda Siochana Act, 2005 and within the Guidelines issued by the Department of Justice, Equality & Law Reform, and the Department of Environment, Heritage & Local Government.
- 1.2 Borough Council is defined as Kilkenny Borough Council.
- 1.3 The Joint Policing Committee covered by these orders are: Kilkenny City.
- 1.4 "Council" means "The council of the Borough of Kilkenny."
- 1.5 "Councillor" means a person elected or co-opted to the office of Councillor of the Borough of Kilkenny.
- 1.6 "Deputy" means a person elected to the office of Deputy of Dáil Eireann.
- 1.7 "Senator" means a person elected to the office of Senator of Seanad Eireann.
- 1.8 "Elected Representative" is the collective term for either a Councillor, Deputy or Senator.
- 1.9 "Garda" means (a) a member of the Garda Siochana (of any rank including the Garda Commissioner) appointed under Part 2 of the Garda Siochana Act 2005; and (b) a reserve member of the Garda Siochana; but does not include a member of the civilian staff of the Garda Siochana.
- 1.10 "Representative" means a person nominated by their organisation and appointed to the position of representative of the JPC.
- 1.11 "Member" means any elected representative or person selected to the position of representative of the full JPC and/or any Subcommittee of the JPC.
- 1.12 "Chairperson" means the Councillor presiding at any meeting of the JPC or of a Subcommittee.
- 1.13 "Mayor" means the Councillor so elected at the Annual Meeting of the Council.
- 1.14 The "Director of Services" means the Director of Services for the Kilkenny Borough Council or, in his/her absence, his/her duly appointed deputy.

- 1.15 The "Guidelines" mean the set of guidelines issued by the Department of Justice, Equality & Law Reform, and the Department of Environment, Heritage & Local Government in July 2008, in consultation with the Department of Community, Rural and Gaeltacht Affairs.
- 1.16 The "Steering Group Committee" consists of the Chairperson of the JPC, A representative of the An Garda Síochána and the Town Clerk.

2. Introduction

- 2.1 The purpose of these standing orders is to set out in detail the functions, composition, procedures and operation of the Kilkenny Borough Council' Joint Policing Committee in accordance with the Garda Síochána Act 2005 and in line with the Guidelines issued by the Department of Justice, Equality & Law Reform, and the Department of Environment, Heritage & Local Government in September 2008.
- 2.2 The Act (section 36) provides for the establishment of a Joint Policing Committee in each local authority administrative area. The purpose of these committees is to provide a forum where a local authority and the senior Garda officers responsible for the policing of that area, with the participation of Oireachtas members and community interests, can consult, discuss and make recommendations on matters affecting the policing of the area.
- 2.3 It is intended that the committees will be co-operative in nature and will operate with the minimum of formality. Through the work of the committee both partners – the local authority and the Garda Síochána - along with Oireachtas members and community interests will have the opportunity to contribute to the improved policing, in its broadest sense, of the area to the benefit of its residents by carrying out their duties and performing their functions.
- 2.4 The provisions made in these Standing Orders shall be secondary to the Guidelines, which shall take precedence.

3. Establishment

- 3.1 Section 36 (1) of the Garda Síochána Act provides:
"A local authority and the Garda Commissioner shall arrange for the establishment of a joint policing committee in accordance with guidelines issued ..."
A local authority shall, after consultation with the Garda Commissioner or an officer authorised by him or her to consult with the local authority, by resolution establish a committee.

- 3.2 The Garda Síochána representatives on the committee shall be appointed by the Garda Commissioner. The other members first appointed should be appointed by resolution of the local authority by which it was established, and subsequent appointments shall be by such resolution or in such other manner as that local authority may provide for by resolution.
- 3.3 Kilkenny Borough Council Community representatives shall be sought through public invitation.
- 3.4 The JPC's may establish sub-committees where they deem it necessary. Such sub-committees shall be very specifically focused on a sub-area of the jurisdiction of the main committee, e.g. a particular housing estate. Such sub-committees shall be chaired by an Elected Representative who also sits on the main Committee. Sub-committees shall report to the main committee, and shall act within clear terms of reference laid down by the main committee.

4. Terms

- 4.1 The term of the JPC's and their sub-committees shall correspond to the term of the membership of the participating Council.

5. Chairperson

- 5.1 Section 35 (2) (c) of the Garda Síochána Act provides that the chairperson of a committee will be a drawn from the elected members nominated to the JPC by the relevant Borough Council
- 5.2 The Councillors shall nominate the chairperson. They shall also nominate the chairpersons of any subcommittees.
- 5.3 The term of office of a chairperson shall not be less than two years and will, thereafter, rotate between the Borough Council's elected members of the committee or subcommittee, by a process to be mutually agreed by the Committee.
- 5.4 It shall be open to a committee or subcommittee to appoint a vice chairperson from among the local authority elected members. The committee or subcommittee shall ensure that, as far as is practicable, the offices of chairperson and vice-chairperson are at all times held by members of different political groupings.

6. Membership

The membership of the Borough Council Joint Policing Committee shall consist of:

- All local authority elected members of the Borough Council

- **3 members of the Oireachtas**, chosen by those members of the Oireachtas who have registered with the Borough Council their interest in being a member. The Oireachtas membership shall rotate every second year on a basis to be decided by the Oireachtas members who have registered. The selection process will be facilitated by the Borough Council. Each political grouping represented by Oireachtas members should, to the greatest extent possible, have representation among the three. If the members of the Oireachtas registered are unable to choose three members from among their number, they will be chosen by lot
 - The Director of Services, who shall be an ex-officio member, and a person nominated by him/her. They may be accompanied by such other officials, as the manager considers appropriate, having regard to the agenda for the meeting;
 - Garda officers nominated by the Commissioner, accompanied by such Garda officers as they deem appropriate;
 - 3 persons representing the community and voluntary sector in the City, selected by the public. Where young people are put forward to represent the community, two of them shall be entitled to share one seat on the committee. This is to facilitate meaningful engagement of young people, who often find it difficult to sit in isolation on adult committees.
- 6.2 To the greatest extent possible, the principle of gender equality in membership should be adhered to.

7. Members of Oireachtas

- 7.1 A member of the Oireachtas is entitled to be present without notice at a meeting of a committee or of a subcommittee of that committee, subject, as appropriate, to section 45 (3) of the Local Government Act, 2001 or regulations made under section 54 of that Act.
- 7.2 In setting the date and time of a meeting, a committee or subcommittee should endeavour to ensure that a date and time are set which would allow a member who is a member of a House of the Oireachtas to attend a meeting of that House.
- 7.3 A committee or subcommittee shall make available without charge to members of the Oireachtas who are not members of the committee or subcommittee, the notice, agenda and minutes of meetings and any reports made by and to the committee or subcommittee, where a member informs the committee or subcommittee in writing or electronically that he or she wishes to receive a copy of them.

8. Changes in Membership

- 8.1** Members of committees and subcommittees shall not be entitled to appoint substitutes to attend and participate as members of any committee or subcommittee, with the exception of officials and members of the Garda Síochána as provided for in the guidelines.
- 8.2** "In nominating members of the Garda Síochána for appointment to a joint policing committee, the Garda Commissioner shall have regard to the need to ensure that such members are of appropriate rank and seniority."
- 8.3** Filling of a casual vacancy: Vacancies which occur during the term of the JPC shall be referred back to the nominating body. A person appointed to fill a casual vacancy shall hold office for the remainder of the term of the person in whose place he or she is appointed.
- 8.4** A member of a JPC who is a local authority elected member shall cease to be a member of the committee if (i) he or she resigns by notice in writing to the local authority; (ii) he or she becomes disqualified for membership of the local authority; or (iii) he or she ceases to be a member of the local authority. A member other than a local authority elected member shall cease to be a member if (i) he or she resigns by notice in writing to the local authority; or (ii) he or she ceases to be a member of the grouping which originally nominated him or her to the committee.
- 8.5** A person whose term of office expires or who has resigned shall be eligible for re-appointment subject to compliance with membership requirements outlined in paragraph 4 of the guidelines.

9. Meetings of the JPC or Subcommittee

- 9.1** Kilkenny Borough Council Joint Policing Committee envisages that quarterly meetings for each committee would prove more than adequate.
- 9.2** In addition, at least one Public Meeting shall be held annually. The topic and format for the public meeting shall be set by the Steering group and agreed by the Joint Policing Committee, but the meeting shall allow participation by the members of the public in the discussions insofar as is possible within the bounds of good order and efficient discharge of business.
- 9.3** If the chairperson and a Garda representative agree that for urgent reasons an additional meeting (outside of the agreed schedule) would be of value, such a meeting may, exceptionally, be held.

- 9.4 Members of the public and representatives of the media are entitled to be present at a meeting of a committee or subcommittee and information and documents produced for the committee or committee will be available to them, unless there are legal reasons why this would not be possible or it would not be in the public interest to do so.
- 9.5 Where pressure of space is an issue, a Joint Policing Committee may reserve the right to require that members of the press and/or public must submit a request to attend in writing at least 5 working days before the scheduled meeting. The Joint Policing Committee reserves the right to refuse admission where it would cause significant disruption or additional expense to accommodate such requests.
- 9.6 Where a committee or subcommittee is of the opinion that the absence of members of the public and representatives of the media from the whole or part of a particular meeting is in exceptional circumstances desirable because:
- of the special nature of the meeting, or of an item of business to be, or about to be, considered at the meeting, or for other special reasons
 - the committee or subcommittee may decide to meet in committee.
 - Meetings to plan future business, including public meetings, will be held in committee.
- 9.7 When a committee or subcommittee is first established to advertise publicly:
- its establishment, purpose and functions
 - the date, time and place of its meetings
 - an invitation to the public to attend.
- 9.8 Efforts should be made to ensure that meetings take place throughout the local authority area or operational area, as appropriate.

10. Subject Matter of Meetings

- 10.1 Neither the Joint Policing Committee nor any of its subcommittees may consider matters relating to a specific criminal investigation or prosecution or matters relating to the security of the State. This also applies also to public meetings arranged and hosted by a committee.
- 10.2 A committee or subcommittee shall not consider a matter if:
- it would endanger the security of one or more individuals;
 - it relates to an individual;
 - it involves information received by the Garda Síochána or the local authority in confidence
 - it would, or would be likely to, prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.
 - It is deemed prejudicial to a Garda operational matter, such as the deployment or composition of specialist units, or involves material of a sensitive nature.
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- 10.3** Individuals should not be discussed or named. An individual's right to privacy and the provision of the European Convention on Human Rights Act 2003 must be adhered to.

11. Conduct of Meetings

- 11.1** Procedures should have a minimum of formality and should reflect the co-operative nature of the committees and subcommittees. It is envisaged that decisions shall insofar as reasonably possible be made by agreement rather than by voting but this shall not prevent the taking of a vote where the chairperson thinks appropriate.
- 11.2** In the event of a vote being taken at a meeting of a committee or subcommittee, each member of the committee or subcommittee present at the meeting shall have one vote. Where there is an equality of votes, a matter before a meeting shall be determined by a second or casting vote of the person chairing the meeting.
- 11.3** Unless otherwise specifically provided, the word "month" when used in resolutions of the Joint Policing Committee, Standing Orders and any other documentation of the Joint Policing Committee, shall be deemed to mean a calendar month.
- 11.4** Throughout these standing orders, unless the contrary intention is shown, the masculine gender shall be deemed to include the feminine, and words in the singular shall include the plural, and vice versa.
- 11.5** At meetings of the Joint Policing Committee and of its subcommittees, one quarter plus one of the total memberships of that committee shall constitute a quorum.
- 11.6** Subcommittees shall meet as required and on such days as agreed by their members unless otherwise determined by the Joint Policing Committee;
- 11.7** When the whole of the business set down for a Joint Policing Committee or subcommittee meeting has been transacted, the meeting shall thereupon conclude, subject to the proviso that should the whole of such business not have been transacted by the scheduled finish time, the meeting shall thereupon conclude and business not reached shall be set down to be disposed of at the next meeting. However, the Chairperson of the Joint Policing Committee (or subcommittee) shall have the discretion, prior to the conclusion time of the meeting, and with the agreement of the majority of the members then present, to adjourn the meeting to a date prior to the next Joint Policing Committee (or subcommittee) meeting, in the event where the whole of the business set down for the Joint Policing Committee (or subcommittee) meeting shall not have been transacted. Equally the Chairperson may extend the time of the meeting by up to half an hour.

- 11.8** At least 21 days before a meeting, members of the committee or subcommittee will be notified of the date, time and place of the meeting.
- 11.9** An agenda and related documents, including minutes of the previous meeting, shall be circulated at least 7 days in advance of a meeting. This should not prevent the raising of an item of business, that is, in the opinion of the chairperson or, if the chairperson is not available, the vice chairperson, and the Garda representative, particularly urgent. In order to increase the productivity of meetings, members should give at least 7 days advance notice of questions, which will be raised.
- 11.10** A non-member may be invited to attend a meeting and speak, if considered appropriate by the committee or subcommittee, to a particular agenda item, for example, representatives of statutory agencies where the committee or subcommittee considers that their particular expertise is required.
- 11.11** The Director of Services and Gardai, as appropriate, or an official nominated by him or her, may also present a report and reply to questions.
- 11.12** In some circumstances, it may not be possible to provide information or respond to a question because to do so would involve the disproportionate use of resources and the committee or subcommittee should be informed accordingly.
- 11.13** A report of each committee and subcommittee meeting should be circulated by the committee or subcommittee secretariat to the full council, borough council in the city and the Garda Commissioner not later than one month after the meeting.
- 11.14** The Borough Council member holding the chair of the committee or subcommittee or, if he or she is not available the vice chairperson, shall present this report to the full Council.
- 11.15** The reports from the Joint Policing Committee shall also be forwarded to the County Development Board.
- 11.16** The reports from the committees should primarily be functional documents, which can be made publicly available.
- 11.17** Reports should be generally available for consultation and reference at the appropriate local authority offices, on its website and any other means which appear appropriate to the local authority, the Garda Síochána and the members of the committee.
- 11.18** Minutes of a meeting shall be submitted for confirmation as an accurate record at the next following ordinary meeting and recorded in the minutes of that meeting.
- 11.19** When confirmed, with or without amendment, the minutes of a meeting shall be signed by the person chairing the meeting to which they were submitted to for confirmation and any minutes claiming to be so signed shall be received in evidence without proof.

- 11.20** Any public statements by a committee or subcommittee should be made on an agreed basis and issued by the chairperson on behalf of the committee or subcommittee or, if the chairperson is unavailable, the vice chairperson.
- 11.21** The acts, decisions and proceedings of a committee shall not be invalidated only because of a vacancy or vacancies in its membership or of the disqualification or want of qualification of any of its members.
- 11.22** The Chair at every meeting shall be taken within ten minutes after the time appointed for the meeting. In the absence of the chairperson and vice chairperson the remaining members shall decide who shall be the chair.
- 11.23** If, after the expiration of fifteen minutes after the hour for which a meeting has been summoned, a quorum is not present, the business shall stand postponed to the next meeting.
- 11.24** A Meeting to be valid must be:-
- Properly convened after proper notice from the secretariat.
 - Properly constituted; that is
 - o With a properly appointed person in the Chair;
 - o With a quorum present;

12. Confirmation of Business

- 12.1** Minutes of every meeting shall be drawn up in accordance with the JPC guidelines, and shall be kept by the secretariat of the JPC.
- 12.2** No minutes shall be submitted for confirmation unless a copy thereof shall have been previously, and at least 7 days before the meeting, transmitted to every member of the JPC /Subcommittee after which such minutes shall be taken as read when the question that they be confirmed shall be put from the Chair, unless a member requests that any part be read in order to determine whether it is an accurate record, provided that no entry shall be made in the minutes of any protest or expression of dissent, save in the form of a motion or amendment.
- 12.3** Any discussion of the Minutes, except as to their accuracy is out of order, and the Chair shall rule accordingly. Questions are only permissible on matters arising out of the Minutes, and for information only and not for discussion

14. Public Meetings

- 14.1 The emphasis of public meetings will be on policing generally rather than individuals and obtaining the co-operation of the public in preventing crime.
- 14.2 Care should be taken to ensure that meetings take place throughout the Borough Council area.
- 14.3 Procedures should have a minimum of formality and should reflect the co-operative nature of the committees and subcommittees.
- 14.4 Decisions on holding public meetings will be made at meetings of the committee or subcommittee. At least one month before a meeting, advertisements should be placed informing the public:
- of the date, time, place and purpose of the meeting;
 - that they are welcome to attend;
 - that they have the right to make their views known and ask questions of the members of the committee or subcommittee;
 - of the procedure for submitting written questions, including an address for doing so. For those who have difficulty in producing written material, there should be a means of submitting a question, for example by recording a question via a telephone number for setting down in writing. Questions will be accepted from any person affected by the policing of the area. Questioners should give their name and address, which will not be publicised;
 - that in some circumstances it may not be possible to provide information requested.
- 14.6 As public knowledge of the meetings grows, the committee may appropriately reduce the same level of detail in all such advertisements.

15. Dissemination of Information

- 15.1 Appropriate provision should be made to ensure that marginalised and hard to reach sections of the community are made aware of the meetings. Particular care should be taken to choose a date, time and place which will maximise the opportunity of the community to attend the meetings. In this respect, use should be made to the greatest possible extent of active community networks and local groups.
- 15.2 Representatives of the media may attend public meetings, subject to the provisions of section 45, Local Government Act, 2001.
- 15.3 A press release shall be prepared by the secretariat following each meeting. This shall cover the main points covered in the meeting, and should also explain the purpose of the JPC's and the ways in which the public may interact with the committees.

16. Consideration of reports of Committees

- 16.1** A copy of every report of a subcommittee to be submitted to the JPC shall, before the submission thereof, be transmitted to every member of the JPC at least three days before the JPC Meeting, save in cases of urgency when the reading of the Report to the JPC shall suffice.
- 16.2** A Report may without notice:
- Be adopted;
 - Be deferred for consideration "sine die" or to a fixed date.
 - Be referred back to the committee from which it emanated for re-consideration and further report with or without instructions;
 - Be amended.

17. Behaviour at meetings

- 17.1** No member/non member may impute improper motives or use offensive or unbecoming words in reference to any member of the JPC and/or subcommittee, or any other person attending such meetings. Any member having used objectionable words, and not explaining or retracting the same, or offering apologies for the use thereof when requested by the Chair to do so shall be called upon by the Chair to withdraw from the Meeting.
- 17.2** The Chair shall call a member/non member to order for irrelevance, repetition, unbecoming language, imputations of motives, reflections of a personal character upon another member, or any breach of order, and may direct such member, if speaking, to discontinue his speech.
- 17.3** If in the opinion of the person chairing a meeting, any member/non member has been or is disorderly by persistently disregarding the ruling from the chair, or by behaving irregularly, improperly or offensively, or by otherwise obstructing the business of the meeting, and the person has been named for reasons so cited 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.
- 17.4** Where a committee decides in accordance with standing order (27.1) 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.
- 17.5** Where in the opinion of the chairperson -
- there is general disorder which impedes the orderly transaction of business, or
 - where a member against whom it was resolved that he or she leave the meeting by virtue of this paragraph refuses to do so,
 - the chairperson may adjourn the meeting for such period, as he or she considers necessary in the interests of order.

18. Record of Attendance

- 18.1** Every member attending a Meeting shall sign his name in the attendance sheet provided for the purpose. The minutes of each meeting shall be the official record of such attendances.
- 18.2** A member who fails to attend two consecutive meetings shall be deemed to have resigned, and a replacement shall be sought from the appropriate nominating body.

19. Subcommittees

- 19.1** If a JPC considers it necessary to establish a subcommittee, it may do so. JPC shall establish no more than three subcommittees. These subcommittees may establish no more than three working groups.
- 19.2** A subcommittee should focus on a specific geographical area or have a thematic remit or be a combination of both. It should not be regarded as equivalent to a policing forum.
- 19.3** Subcommittees should be for either a specified period, e.g. as a result of a specific problem or an undetermined period, e.g. when it has a thematic remit and should be highly focused.
- 19.4** The membership of each subcommittee shall be determined by the JPC in relation to the theme of the subcommittee and the level of expertise required for that subcommittee.
- 19.5** At meetings of the JPC, one quarter plus one of the total membership of that committee shall constitute a quorum with a minimum of three needed. Subcommittees one quarter plus one of the total membership of that committee shall constitute a quorum with a minimum of four people needed.
- 19.6** Individuals and/or representatives of other organisations not currently represented on the full JPC may be invited to join a subcommittee as required by the nature of that subcommittee.

20. Suspension of Standing Orders

- 20.1** Any Standing Order or Standing Orders herein may, at any time by consent of at least two thirds of the members present at the Meeting of the JPC or subcommittee, such meeting consisting of not less than one-half of the members of the whole JPC or subcommittee then present, be suspended, on a motion duly made, for the purpose of any specific business then before the JPC or its subcommittees, and defined in the suspensory motion, save that no such motion may be made until one hour after the commencement of business, or at the conclusion of the business.

22. Interpretation of Standing Orders

- 22.1** A ruling of the Chairperson on any question or his interpretation of the standing orders shall be final. Should any question, doubt or dispute arise as to the area or functions or functioning of a committee or as to the application (save at a meeting) of standing orders to a committee, the matter shall be determined by the chairperson of the JPC whose decision shall be final.

23. Matters not covered by Standing Orders

The Chairperson shall have power to deal with any matter not covered by standing orders.

- 23.1** The JPC Guidelines should also be referred to in relation to Local Policing Fora & Co-operation with other JPC's and any other matters not stated within these standing orders.

APPENDIX 3

KILKENNY CITY JOINT POLICING COMMITTEE ACTION PLAN 2010/2011

KILKENNY CITY JOINT POLICING COMMITTEE ACTION PLAN 2010/2011

GOAL	OBJECTIVES	KEY ACTION	PARTNERS	SUB-COMMITTEE RESPONSIBLE
Structures	1. To embed structures of the JPCs.	<ul style="list-style-type: none"> • Agree Standing Orders. • Developing links and joint pieces of work with all JPCs in Kilkenny County. • Ensuring JPCs reports are listed on CDB, Full Council Meetings etc. • Reporting system to be established. 	Council Gardaí Community Sector Kilkenny County JPCs	JPC Steering Group.
Promotion	2. Promoting the concept of the JPCs.	<ul style="list-style-type: none"> • Development website for JPC. • Promoting JPC through the Media, e.g. Press releases, radio interviews. • Supporting the Community Representatives in promoting the work of the JPC. 	Council Gardaí Community Reps.	JPC Steering Group
Crime, Drugs & Public Order	3. To monitor and review serious crime, drug supply and public order in Kilkenny Borough.	<ul style="list-style-type: none"> • Identify resources available. • Review Statistics available. • Re-active Community Alert. • Identify areas in need of Policing Fóra. 	Council Gardaí Community Sector.	Crime, Drugs & Public Order Committee
Community Engagement	4. To provide equal protection and appropriate services, while nurturing mutual respect and trust.	<ul style="list-style-type: none"> • Identify resources available. • Review Statistics available. 	Housing, Community & Cultural Services. Gardaí Community Sector.	Community Engagement Committee.
Traffic	5. To reduce the incidence of fatal and serious injuries and improve road safety in Kilkenny.	<ul style="list-style-type: none"> • Identify resources available. • Review Statistics available. • Promote road safety awareness. 	Road Safety Officer/Council. Gardaí Community Sector.	Traffic Committee.