

**Minutes of 16<sup>th</sup> January, 2017 Local Community and Development Committee Meeting held at Littleton and Moycarkey Community and Sports Centre, Thurles.**

Present:

**Public Sector:** Cllr. John Carroll, Adrian Cunneen, Rita Guinan, Matt Shortt, Dervla Howley, Donal Mullane

**Private Sector:** Charles Stanley-Smith (Chair), Michael Murray, Tim Cullinane, John O'Shaughnessy, Isabel Cambie, Sara Bourke, Clare Cashman, Carmel McCormack

Apologies: -

**Public Sector:** Eileen Condon, Cllr. Mary Hanna Hourigan, Cllr. Joe Hannigan

**Private Sector:** Catherine Guest, Cora Horgan

**In Attendance:** Sinéad Carr, Chief Officer; Margo Hayes, Attracta Lyons, Michael Moroney, Breda O'Connor, Fiona Crotty

1.	<p><b>To Note Adherence to Meeting Procedure Requirements</b></p> <p>Margo Hayes confirmed that the quorum has been achieved for this meeting. M Hayes confirmed that attendance allowed for decisions to comply with Operating Rules requirement regarding decision-making as follows:</p> <ul style="list-style-type: none"> <li>• be voted on by at least 60% (rounded up to the nearest person) of LAG members – this applies to decisions validated by the LAG membership after all relevant conflict of interest issues have been addressed; and</li> <li>• at least 51% of those voting on a decision are non-public sector partners.</li> </ul> <p>No conflict of interest was advised by members in relation to any of the other agenda items.</p>
2.	<p><b>Approval of Draft Agenda</b></p> <p>Charles Stanley Smith, Chair declared the meeting opened. Apologies were noted. The Chair welcomed Dervla Howley to the meeting Ms. Howley has replaced Angela Joy on the LCDC Committee. He thanked Angela Joy for her contribution to the committee and asked that this would be conveyed to her.</p> <p>It was agreed that Clare Cashman could raise a query regarding mobile transport being omitted from the Leader funding call under agenda item no. 4.</p>
3.	<p><b>Confirmation of Minutes</b></p>

	<p>The Minutes of Tipperary LCDC meeting held on 19<sup>th</sup> December, 2016 were agreed on the proposal of: Isabel Cambie and seconded by Sara Bourke - subject to the following amendment as requested by Isabel Cambie be noted:</p> <p>that the word <b>funding</b> be inserted in bullet point number 5 on page 5 of the minutes. This was agreed. It was noted that there were no matters arising.</p>
4.	<p><b><u>LEADER Programme:-</u></b></p> <ul style="list-style-type: none"> <li>• <u>General Update</u></li> </ul> <p>In relation to the LEADER updates for this meeting Attracta Lyons confirmed that the Programme Implementers will provide updates on the Progress of the Open and Targeted Calls together with an update on the IECs and Terms of Reference. Michael Moroney to provide an update to the Members on the LEADER December income and expenditure details.</p> <p>As a point of information A Lyons confirmed that TEAGASC is holding a Rural Information Networking and Seminar - "Expand your Horizon" on 6<sup>th</sup> March, 2017 in the Anner Hotel, Thurles. The purpose is to assist the farming community and beyond to explore such possibilities as diversifying the farm; considering a new on-farm or off-farm enterprise; retraining for new employment or applying for funding opportunities under the Rural Development Programme. It was noted that the Programme Implementers will be participating in this event.</p> <p>The Members were also advised that the Department is holding a Seminar on "RDP Procurement and Article 48 Capacity Building" on 24<sup>th</sup> January 2017 in the Hodson Bay Hotel, Athlone. Staff from both the Local Authority and the Implementing Partners will be attending. An update on this Seminar will be provided at the next meeting.</p> <p>Clare Cashman outlined her query to the meeting that it is her understanding that currently under the Leader funding calls that motorised vehicles are excluded for eligibility. C Cashman advised that access to transport particularly in rural areas is a key challenge and needs to be addressed. For the first time under the LEADER Programme social inclusion is now one of the funding themes. Following discussion on this issue it was agreed that Rita Guinan and Clare Cashman would carry out some research on this issue and prepare a cost benefit analysis proposal for LCDC consideration before contacting the Department with regard to the matter.</p> <ul style="list-style-type: none"> <li>• <u>Update on Open &amp; Targeted Calls:-</u></li> </ul> <p>Isabel Cambie referred to the updated report on the Rolling and Targeted Calls which were circulated at the meeting. I Cambie informed the Members of the progress on both Calls and the Members noted the details in the report. In relation to the Targeted Calls it was noted that the closing date for receipt of applications is Friday 3<sup>rd</sup> February, 2017 at 5.00 p.m., and public meetings are arranged for Monday 16<sup>th</sup> January, 2017 in Cahir and Nenagh to brief interested parties and to provide promoters with an opportunity to discuss potential projects</p>

with the Implementing Partners. To date no applications have been received however, the level of interest is high. I Cambie confirmed that the IECs Induction Training will take place on 18<sup>th</sup> January in Moycarkey/Borris & Littleton Community Sports Centre, Littleton, Thurles. It is envisaged that the Rolling Call applications will be brought to the LCDC for their approval in April. I Cambie recommended to the Members to refer any promoter with queries on the Targeted Calls to the Implementing Partner Project Officers.

- Update on IECs & Terms of Reference

Isabel Cambie referred to the draft IEC Terms of Reference document which was circulated to the Members by email on 11<sup>th</sup> January, 2017 and went through the various sections of the document. In addition it was highlighted that some aspects of the revised Evaluation Scoring Sheet may warrant review.

Following discussion on the draft IEC and Terms of Reference the following are the comments from members:-

- Members can submit comments by email for consideration
- The Sustainable Communities Sub Group will review the Evaluation Scoring Sheet at their meeting in relation to the percentage breakdown on the Evaluation Scoring Sheet and any other issues arising. A representative from the Social Inclusion Sub Group will attend for this item of the agenda.
- In relation to procedure at meetings – IP Staff members will present projects which will be discussed by the IEC.
- Confidentiality to be acknowledged and the IEC Members must agree not to discuss any of the information that has been submitted or agreed/recommended. The IECs cannot issue any detail/recommendation to Promoters or others – the LCDC members are decision-makers on all applications for funding.
- Procedure for evaluation of Targeted Calls, composition of IEC for same etc. will in due course be included in the Terms of Reference document.
- Regarding Conflict of Interest - restrictions on issuing of application documentation was discussed. Implementing Partners will issue a list of projects to IEC members prior to documentation being issued in order to ascertain Conflict of Interest.
- It was queried if at the IEC Induction Training IEC Members should be informed of the key County Plans and Strategies in the County. It was noted that Implementing Partner staff need to be familiar with same and advise IEC members of compatibility of applications with same etc. County Plans & Strategies can be made available to IEC members for their information.

In relation to the IEC Quorum it is recommended that a Quorum of six is required at each meeting. The Members agreed to the Quorum of six, however, it was noted that this will be reviewed after one year.

The Members agreed that the Sustainable Communities Sub Group keep the comments raised by the Members under review. A final proposal on the IEC Terms of Reference to be

brought back to a meeting for the LCDC Members consideration and approval.

- To Note December Income & Expenditure

Michael Moroney circulated the LDS financial expenditure and income report from 1<sup>st</sup> August 2016 to 30<sup>th</sup> November inclusive to the meeting. It was noted that the expenditure claims submitted by the Implementing Partners to date is €113,753.59 and M Moroney confirmed since the last meeting the September and October claims has been approved by Pobal through an Article 48 Check and the payments will be released from the Department shortly. There are some issues pertaining to the November claim, however, they will be resolved over the coming days and work will commence on the December claim.

5 **SICAP**

- Update on Payments to Programme Implementers:-

In relation to the SICAP update it was noted that the 2017 Annual Plans for NTLP and STDC were agreed in principle at the December meeting allowing for the January and February 2017 monthly payments to be issued to the Programme Implementers on 6<sup>th</sup> January 2017. The payment details were noted €100,648.22 to STDC and €86,426.88 to NTLP. The March 2017 payment will issue to the Programme Implementers once the 2016 end of year review is completed and approved by the LCDC at the February meeting.

- End of Year Review Process:-

The next element of the process has been agreed that the Social Inclusion Sub Group will meet on 10<sup>th</sup> February to carry out the 2016 SICAP end of year process. It was noted that Pobal will also carry out a parallel review and their findings will be available to the Social Inclusion Sub Group meeting. This process must be completed by 17<sup>th</sup> February 2017. Due to the time constraints involved with the review process and in complying with the standing orders it was agreed that the report on the end of year review will be presented at the February LCDC meeting.

- M. Hayes referred to letter dated 16<sup>th</sup> December, 2016 from Clodagh Mc Donnell, Social Inclusion and Communities Unit outlining that a targeted consultation process on the SICAP Process for 2018-2020 will be held in early 2017. The purpose of this consultation is to plan for the next programme design and to ensure feedback from the key bodies is sought. It was also noted that the ESRI will carry out a qualitative study looking at SICAP goals and its governance structure. There is also a qualitative research project planned by the Department to examine a cohort of SICAP participants young people not in employment, education or training (NEETs) carried out by an external provider. Details of these reviews will issue to the LCDC in mid 2017.

The Members agreed that the Social Inclusion Sub Group on behalf of the LCDC will arrange

	<p>to complete an online survey as part of the SICAP consultation process due to the closing date for receipt of submissions is 31<sup>st</sup> January. A copy of the online survey will be available at the February meeting.</p>
<p>6.</p>	<p><b>Local Economic and Community Plan –</b></p> <ul style="list-style-type: none"> <li>• <u>Review of 2016 Community Plan:-</u></li> </ul> <p>Margo Hayes referred to the progress report on the (LECP) Community Actions 2016 which was issued with the agenda. M Hayes advised the Members that the LECP Advisory Group carried out the LECP review on the 14<sup>th</sup> December, 2016.</p> <p>Comments raised by the LECP Advisory Group were noted:</p> <ul style="list-style-type: none"> <li>• Key Performance Indicators need to be strengthened and more appropriately aligned to for some actions</li> <li>• A requirement to examine and provide qualitative data to determine the outcomes being achieved</li> <li>• Lead agencies to be aligned to key performance indicators and</li> <li>• Lead agencies to ensure that they liaise with supporting partners in the delivery of the project</li> </ul> <p>The members noted the details in the Community Actions 2016.</p> <ul style="list-style-type: none"> <li>• <u>Agreement of 2017 Community Actions:-</u></li> </ul> <p>Margo Hayes informed the members and outlined the key actions contained in the Community Action Plan, 2017 which was circulated with the agenda. M Hayes referred to actions to be undertaken by the lead partners during the year. The LECP Advisory group will have a role in monitoring the LECP Plan 2017 to ensure that the lead partners are implementing the actions. LCDC members will be provided with a progress report at the midyear update. M. Hayes highlighted the priority actions for 2017.</p> <p>On the proposal of Matt Shortt and seconded by Cllr. John Carroll the Community Action Plan 2017 was agreed.</p> <p>The final 2017 LECP documents will be presented to the County Council Members at February 2017. This was noted by the Members.</p>
<p>7.</p>	<p><b>LCDC 2017 Operational Priorities:-</b></p> <p>Margo Hayes referred to the draft LCDC 2017 Operational Priorities which was circulated with the agenda. M Hayes outlined the key work priorities to be rolled out to include the lead agency associated timeframes. In relation to action no. 2 C (audit) it was confirmed that clarification is being sought from Department around Data Protection issues, it may be necessary to defer an audit of the LDS Programme to 2018. An update on this matter will issue in due course. On the proposal of Clare Cashman and seconded by Matt Shortt the</p>

	draft LCDC 2017 Operational Priorities were agreed.
8.	<p><b>Tipperary Library Service:</b></p> <p>Damien Dullaghan, County Librarian and Emer O'Brien Assistant Librarian gave a presentation to the Members on the function and services provided by Tipperary Library Service.</p> <p>D Dullaghan encouraged the members to promote the Tipperary Library Service through the LCDC Members and with the various Agencies and Community Groups they represent. The Chairperson on behalf of the Members thanked Damien Dullaghan and Emer O'Brien for their presentation and he congratulated the Library Staff for providing an excellent service to the County.</p>
9.	<p><b>Update on the Healthy Ireland Framework Process:-</b></p> <p>Derval Howley, HSE provided an update to the Members on the Tipperary Healthy Ireland initiative. Part of the Healthy Ireland process is to engage with the LCDC to look at the Health Impact on the various Services areas provided by key agencies. The LCDC agreed the composition of a Healthy Ireland Sub group from the LCDC members to include a representative from ETB, TCC and Sara Bourke was nominated at the LCDC rep and Corena Ward will be the PPN nominee. This Sub group will firstly work on a Terms of Reference for this Committee and draw up a process to roll out some key actions. D. Howley confirmed that she is working in Partnership with Maria Bridgeman to develop a whole County Health Plan.</p>
10.	<p><b>Correspondence:</b></p> <p>Margo Hayes referred to the following correspondence -</p> <ul style="list-style-type: none"> <li>• Circular Letter AL 1/2016 – dated 21<sup>st</sup> December, 2016 – Revised Guidelines for the Operation of LCDC</li> <li>• Guidance document for CYPSC and Local Development Committees</li> <li>• Email from Bernie Reape, LCDC Policy &amp; Support Unit, Department of the Housing, Planning, Community and Local Government on behalf of the Family Carers Ireland regarding QQ1 Level 5 Healthcare Support Award Training &amp; One Day Training Programmes 2017</li> </ul> <p>It was agreed to forward copies of correspondence raised at the meeting to the Members.</p>
11.	<p><b>AOB</b></p> <p>It was noted by the Chief Officer that some Corporate Governance documentation regarding the delivery of the RDP LEADER Programme 2014-2020 in Co. Tipperary and the LCDC function was still outstanding by some members and that unless it was received and signed, that these members would not be in a position to take part in the decision making process of the LCDC. The Chief Officer stressed the need for same to be signed and submitted to the</p>

LCDC Office by 5.00 p.m. on Monday 23<sup>rd</sup> January. On the basis that this had been ongoing for a number of months (with repeated requests), It was agreed that where there was failure to return the signed documentation, the Chief Officer would contact the Sponsoring body, informing them of the non compliance and requesting that body to re-nominate a new representative.

It was agreed that the next meeting will take place at 10.00 a.m. on Monday 20<sup>th</sup> February 2017 in Littleton Community Centre, Thurles.

Signed/

  
Charles Stanley Smith,  
Chair,

Tipperary Local Community Development Committee

Date/

20TH FEB 2017

