

**Minutes of 14<sup>th</sup> Meeting of Tipperary Local Community and Development Committee held on Monday 21<sup>st</sup> March, 2016 at Littleton Community Centre, Thurles.**

**Present:**

**Public Sector:** Rita Guinan, Eileen Condon, Cllr. John Carroll, Adrian Cunneen, Cllr. Joe Hannigan

**Private Sector:** Charles Stanley Smith (Chair), Isabel Cambie, Michael Murray, Brian Cleary, Clare Cashman, Catherine Guest, Cora Horgan.

**Apologises: -**

**Public Sector:** Joe Mac Grath, Donal Mullane, Cllr. Mary Hanna Hourigan, Angela Joy

**Private Sector:** Sara Bourke, Tim Cullinane,

**In attendance:** Sinéad Carr, Margo Hayes, Breda O'Connor, Attracta Lyons.

1.	The Chairperson welcomed the members and declared the meeting open. The members agreed to take item No. 4 (Agreeing Strategic Operational Framework for the LCDC) as the last item on the agenda. Apologies were noted
2.	<p><b>Confirmation of Minutes of Tipperary LCDC meeting – (21<sup>st</sup> March, 2016)</b></p> <p>The minutes of Tipperary LCDC dated 21<sup>st</sup> March, 2016 were agreed; subject to the following bullet point been added as a separate point;</p> <ul style="list-style-type: none"> <li>• There is an inherent assumption that SICAP clients will all progress to self-employment within a midyear and annual calendar year</li> </ul> <p>And subject to the point below been noted:</p> <ul style="list-style-type: none"> <li>• The lack of referrals by Department of Social Protection, Kilkenny in the Ballingarry area</li> </ul> <p>Proposed by: Isabel Cambie and Seconded by: Eileen Condon</p> <p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>➤ Sinéad Carr confirmed that a meeting with the Department of Social Protection, both Local Development Companies and Local Enterprise Office to take place shortly to agree on how to add value and enhance existing services in the context of SICAP work and in particular the referral process and self employment supports.</li> <li>➤ Margo Hayes confirmed that a SICAP feedback template has been received from the Paul Skinnader, Pobal and Ms. Hayes will complete this template on behalf of the LCDC based on the Members recent feedback and discussion on SICAP.</li> <li>➤ Environmental Seat (LCDC) – Charles Stanley Smith confirmed that the Ms. Ward Co-ordinator, PPN is working on filling the Environmental seat</li> </ul>

on the LCDC. The environmental representative should be in place by June. This was noted by the members.

3. **Update on Local Development Strategy – A. Lyons**

Attracta Lyons referred to the feedback document from the Independent Selection Committee on the Local Development Strategy which was circulated with the agenda. Following an extensive discussion on this matter it was agreed to respond to the issues based on the report circulated by Ms. Lyons prior to the meeting as follows:-

**'Evaluation Committees'** are in adherence with the Programme Requirements. Current Draft Operating Rules state the Evaluation Committee can be varied by area of specialisation (e.g. economic, social) but cannot be divided by geographical location within the LDS area. To date LDCs have been working on premise of two evaluation committees (operating on North & South basis) so adherence with Operating Rules is therefore an issue

The Board of the Implementing Partner cannot review the recommendation of the Evaluation Committee. This is understood but the Boards can note for LAG's attention where they do not agree with recommendation of Evaluation Committee (without clearly changing the recommendation of the Evaluation committee) . Process for same has been drafted in the current draft Service level Agreement

**Budget** - The Programme budget needs to be appropriately aligned with the timeframe of the LEADER Programme. In this context, the timeframe for the delivery of actions may need to be reviewed. – Pobal has advised budget to end of 2020 only so revision will involve allocation of funds from 2016 – 2020 (up to five years). Budget originally submitted was based on a 6 year period. This has implications for project spend and staffing levels.

Further detail on the local authority staff that are working on the LEADER programme. will also be provided as Tipperary County Council personnel providing LAG support and Financial Partner roles will be outlined in terms of no., relevant qualification and experience, and previous direct experience of LEADER Programme(s) will be submitted.

Additional detail on each of the following to be provided in terms of an explanation or examples of types of projects that could be funded:-

Strategic Action 1.1: 'Activity Tourism'

Strategic Action 1.4: 'Niche Accommodation'

Strategic Action 4.1: 'Broadband'

Local Objective 7 'Development of Renewable energy'

Strategic Action 9.1 'Technical Studies'.

Members will be advised of the changes at the April meeting.

**Update on progress in development of the common templates (e.g. application forms, assessment reports etc) – Isabel Cambie**

Isabel Cambie confirmed to the meeting that considerable work has been undertaken by both Local Development Companies on the RDP expression of interest templates, promoter application forms, together with check list and promotional templates. However, it was noted that the templates cannot be finalised until the Operating Rules are agreed nationally. It is also proposed that both Evaluation Committees will use the same documentation. It was agreed that once the Operating Rules are near finalisation the Local Development Companies will bring the final proposals to the LCDC for initial approval. It was suggested that the sustainable communities sub group would have a role to input into various RDP documentation and forms prior to them being presented to the LCDC for approval. This was noted.

**5. Correspondence:-**

- Margo Hayes circulated a copy of the national LCDC logo it was noted that a localised version will be available shortly to each Local Authority citing the local authority area. Once the localised version is signed off it will have to be used on all documentation and promotional material.
- Ms. Carr referred to the upcoming SICAP Information event which is due to take place on 4<sup>th</sup> May in Gibson Hotel, Point Village, Dublin 1. This workshop event is being rolled out by the Department of Environment for Social Inclusion and Local Development Companies representatives on the LCDC. This training would greatly benefit their respective roles in overseeing the delivery of SICAP Programme. As places are limited to three, it was agreed that the relevant members would contact Margo Hayes to agree and select the nominees. This was noted
- It was agreed that Attracta Lyons on behalf of the LCDC would raise the matter of the animators being excluded for the current RDP programme. It was recommended that Ms. Lyons would raise this matter at the next national forum.
- Margo Hayes confirmed that under the SICAP contract the LCDC Members are obliged to be notified of staffing changes to the programme. It was noted that Trish Purcell and Karolina Woznicka have been appointed by North Tipperary Leader Partnership Ltd as part-time Outreach Development Workers with SICAP.
- Michael Murray informed the meeting that Michelle Putti, Programme Manager, SICAP, NTLT Ltd will be leaving NTLT Ltd shortly to take up a new position with St. Vincent de Paul with a regional function. Michael Murray and the Chairman on behalf of the Members conveyed their good wishes to Michelle Putti on her recent promotion. The Members thanked Ms. Putti for her commitment and tremendous work on the SICAP Programme and wished Ms. Putti every success and happiness in the future. Mr. Murray confirmed that the recruitment process to replace Ms. Putti will commence shortly.

6.	<p><b>Date of next meeting</b></p> <ul style="list-style-type: none"> <li>➤ It was agreed that the next meeting will take place at 10.00 a.m. on Monday 18<sup>th</sup> April, in Littleton Community Centre, Thurles.</li> <li>➤ It was noted that Margo Hayes has sent a request to Information Technology Section, Tipperary County Council to consider developing a LCDC web site.</li> <li>➤ It was also noted that Margo Hayes is now working on the Social Inclusion Programme and Michael Moroney who also has a function with the Strategic Project Unit has joined the LCDC Team and initially will take up responsibility for the sustainable communities subcommittee.</li> </ul>
4.	<p><b>Agreeing Strategic Operational Framework for LCDC – C Lynch, LIT</b></p> <p>Ciaran Lynch presented and circulated a discussion paper on the “Strategic Role of the LCDC” – (attached as Appendix 1). Mr. Lynch outlined the function and purpose of the LCDC and in its role acknowledges the need to have a strong strategic focus. Mr. Lynch outlined that the LCDC is a strategic body and its focus needs to be on setting high level outcomes and opportunities for funding.</p> <p>The identification of the strategic steps need to:</p> <ul style="list-style-type: none"> <li>➤ achieve those outcomes</li> <li>➤ providing assistance to the implementation of those steps where requested</li> <li>➤ monitoring of the extent to which the outcomes are achieved.</li> </ul> <p>The LECP provides the framework for this.</p> <p>Mr. Lynch also set out where the LCDC is given a remit to endorse decisions it should make sure that the decisions and their rationale are clear. In some instances where an organisation is subject to review/an audit by other(s), the LCDC should work with those review and audit bodies where necessary and try to avoid duplication. Mr. Lynch recommended that the LCDC could set out an operational work plan which identifies the activities of the LCDC in its strategic and oversight role. The operational work plan could include proactive and reactive actions as well as the agreed processes and protocols. The operational work plan will ensure a good spread of activity and also ensure that the key functions are been implemented together with avoiding duplication.</p> <p>Following discussion by the Members on this item it was agreed to look at developing an operational work plan for the LCDC. To engage and assist with the relevant stakeholders based around the LECP to add and develop new funding opportunities where appropriate for the County.</p> <p>The Chairperson thanked Ciaran Lynch for his presentation on the discussion paper.</p>

Signed/

  
 Charles Stanley Smith,  
 Chair

Tipperary Local Community Development Committee

Date/ 18<sup>th</sup> April, 2016.