

## **Minutes of 7<sup>th</sup> Meeting of Tipperary Local Community and Development Committee at 3.00pm on Friday May 8<sup>th</sup> 2015 at Littleton Community Centre, Thurles.**

### Present:

Public Sector: Cllr. John Carroll, Cllr. Joe Hannigan, Joe MacGrath, Rita Guinan, Donal Mullane , Cllr. Mary Hanna Hourigan.

Private Sector: Charles Stanley-Smith (Chair), Michael Murray, Niall Morrissey, Sara Bourke, Anita Clancy, Frank Higgins, John Lupton, William Moloney

### Apologises: -

Public Sector:: Angela Joy. Adrian Cunneen, Fionuala Mc Geever.

Private Sector:: Brian Cleary, Tim Cullinane, Brian O'Donnell.

#### **1. Confirmation of Minutes of Tipperary LCDC meeting –April 7<sup>th</sup> 2015**

**Proposed by: Cllr John Carroll and Seconded by: Cllr Mary Hanna Hourigan**

#### **2. Matters Arising:-** confirmation on matters raised was provided on the following:-

- The LCDC annual report is going to the full council on May 11<sup>th</sup>.
- The LCDCs submission to a Framework Policy for Local and Community Development in Ireland was made and has been circulated.
- The Local Development Strategy will be discussed at the meeting-Item 9 on the agenda
- Charles Stanley Smith indicated to the meeting that he had met the Minister it is envisaged that funding for the PPN will be made available in the near future.

#### **3. SICAP Programme**

The LCDP programme has now come to an end having been replaced by SICAP. The report circulated is the penultimate report to the LCDC. Pabal raised no concerns in relation to these reports. The meeting noted the content and the report was adopted as presented

- Proposed by Sara Bourke and
- Seconded by Cllr John Carroll

#### **4. LECP Advisory Committee**

The Draft Framework Priority document was presented to the Advisory Committee (AC) on April 24<sup>th</sup>. The Advisory Committee reviewed the objectives and the targets groups/areas in relation to both the economic and community/social elements.

Sinéad Carr explained the role of the Advisory Committee as being the vehicle to ensure that there is consistency in the actions and process on both sides of the LECP Plan. The Advisory Committee have recommended that the Framework Priority document be approved by both the LCDC and the SPC for Economic Development.

The next stage of the plan will be the development of strategic actions under each section. These will be available by the end of June. LCDC members will be provided

with an opportunity to input into the community actions at a workshop to be facilitated in June.

By August the plan should be at a stage where it can go out for public consultation.

The LECP workshop for the community/social element will take place on June 11<sup>th</sup> a.m.

The Framework Priority Document was endorsed by the LCDC, Proposed by: Cllr. Mary Hanna Hourigan and Seconded by: Niall Morrissey.

### **5. LCDC Sub Committees**

Ann Ryan provided an update on the proposed Sub committees. The draft terms of reference were circulated. The subcommittees proposed were

- Social inclusion
- Sustainable Communities
- Finance and Audit.

The role of each was discussed as was the optimum number of members per Sub committee. It was decided that a 5 person Subcommittee would be put in place and the quorum for the subcommittees would be 3. While the chairperson would not be a member of the subcommittees, he has the right to attend.

It was clarified that a template is being developed at national level to formalise the link between the LCDC and committees such as the Children Services Committee, the Joint policing Committees, Sports Partnership etc. and these will be facilitated. In addition, the sub committees and the LCDC itself could call in various sub or interest groups to discuss issues of interest where it would assist such committees to deliver on or inform their work programme.

The draft terms of reference to the subcommittees was agreed - based on the subcommittees of 5 and to such committees being reviewed after a period of 6 month. Proposed: Cllr John Carroll. Seconded: Niall Morrissey

### **6. Public Participation Network**

Margo Hayes provided an update on the PPN election.

Those elected were:

- Social Inclusion Tipperary North; Representative : Cora Horgan, Alternate: John Lupton
- Social Inclusion Tipperary South; Representative : Clare Cashman; Alternate: Anita Clancy
- Community and Voluntary Tipperary North: Representative Catherine Guest; Alternate: Edel Grace
- Community and Voluntary Tipperary South: Representative Sara Bourke; Alternate: Monica Anglim

It was agreed that those elected as alternates should liaise regularly with the LCDC members and they should be provided to full access to the LCDC documentation once the relevant declarations and code of conduct were signed.

An introductory pack for new LCDC members would be developed.

Frank Higgins, John Lupton and Anita Clancy were thanked sincerely for their work and commitment to the LCDC to date and John Lupton was congratulated on his appointment as regional president of St Vincent de Paul.

#### **7. Dates of next LCDC Meeting**

The dates of the next meeting were agreed

- 11<sup>th</sup> June workshop
- July 7<sup>th</sup>
- 29<sup>th</sup> September

#### **8. Expression of Interest Local Development Strategy**

An outline of progress to date was provided to all members presented by the Chief Officer and she went through the details as outlined in the letter from the Chair of the negotiations (Joe McGrath) which all members had received. The Boards of both Local Development Companies had also received a copy of this letter.

An opportunity was then provided to each Local Development Company present to outline their position in relation to the possibility of a joint EOI bid for the Local Development Strategy with the LCDC as the LAG.

In response, Niall Morrissey of STDC indicated that the board of STDC had yet to make their decision at their Board meeting on May 11 .<sup>th</sup> He indicated that at previous meetings, his Board had shown a preference to submitting an EOI independent of the LCDC. He pointed out that STDC have no desire to hold up the LEADER process and that they do respect government policy. He said what they found disappointing was that many of the issues can only be dealt with at a national level. Mr. Morrissey felt that the CEO's letter had adequately summed up the process to date and he requested that the LCDC would respect whatever decision was taken by his Board.

Michael Murray, on behalf of the NTLP reported that his Board had met and had agreed to submit an EOI as a lead implementation partner with the LCDC and they will not be submitting another EOI. However, he said that there were areas that NTLP will be requesting for consideration in ongoing discussions which included:

- That consideration would be given to two geographical based Evaluation Committees.
- That the full 25% administration budget would go to NTLP as financial partners as many of the actions will be collaborative projects rather than grants and staff will be required to drive these.
- That all projects would come through their board for recommendation irrespective of the threshold or the role of the LCDC

Mr. Murray also made reference to the co-financed element and requested that if that rate was to increase, all the partners will be trying to leverage funding in their own way and that the LCDC will also have a role in that situation.

William Moloney spoke about the importance of the evaluation committee and the need for local knowledge and expertise on it.

Joe MacGrath, on behalf of the LCDC negotiating team, acknowledged the spirit of cooperation in the negotiations to date which were very productive and business like. Mr. Mac Grath also had a letter from the Chair of NTLP (indicating their willingness to come on board) which he passed to the Chair of the LCDC. Mr. Mac Grath outlined 'option 3', again where the expertise lies with the Local Development Company and the LCDC is the contract holder. He also pointed out that many decision are within the gift of the LCDC locally to decide e.g. the role of the evaluation committee and the percentage of administration funding as well threshold levels of grants above which they would come to the LCDC. He also stated that he was strongly of the opinion that the ideal scenario would be for the three partners to make one bid and that would be a very strong bid. However, the timeframe was very tight.

On the basis that STDC had not agreed to date to partner the LCDC on the bid, Niall Morrissey left the meeting.

The draft EOI was then circulated at the meeting. Ann Ryan took the committee members through the document. Due to the lateness of negotiations; the need to make changes arising from the discussion at the meeting, and in order to give STDC an opportunity to make a decision around whether to join the LCDC in its bid, it was agreed that a subcommittee would be required to sign off on the amendments and submit the document on behalf of the LCDC.

The meeting agreed that the EOI would be submitted on the 13<sup>th</sup> May in order to allow STDC an opportunity to come on board.

Frank Higgins commented that it was disappointing that at this stage no decision has been taken by STDC.

Cllr. Hannigan asked about the process and whether we could be open to litigation if another party wanted to run the programme. Sinéad Carr clarified that the LCDC are in no way acting illegally. The LCDC has the right to bid for and deliver the RDP programme in the same way as any other Company or Group of people wish to. It is an open competition and we will be one bidder amongst many. The LCDC with the LDC as a key lead partner makes a very strong potential LAG and has a very good chance of being successful. However, it is an open competition and any group can apply to be a LAG and deliver it.

Following further queries, S Carr provided the following clarity

- If two or more bids are submitted, the Department will seek to work with these bodies to encourage one single bid per sub region. This will delay the process and roll out of funds for those Counties where there is more than 1 bid submitted
- The bid submitted by the LCDC with NTLP as lead partner will cover the whole of the Tipperary sub region
- Following the EOI submission, staff from the LCDC will sit with the LDC staff to commence the preparation of the strategy

The Chair invited LCDC members to make amendments/additions within the next 24 hours to Ann Ryan. They were advised not to circulate the document at any

stage to any party outside of the LCDC or who has a conflict of interest if on the LCDC as we were in a competitive bid process. A number of queries were raised which were dealt with to the satisfaction of members by Ann Ryan. All members indicated that they were satisfied with the length and content of the report. Cllr Carroll complimented Ann Ryan on her excellent work as did Cllr Hanna Hourigan.

On the proposal of Cllr Carroll and as seconded by Sara Bourke, the following members were elected as the subcommittee of the LCDC to review any additional changes as sought by members; to facilitate if necessary the inclusion of the STDC if they wished to work with the LCDC and to finally sign off and submit the EOI to the Department by the 13<sup>th</sup> May 2015.

- Cllr Mary Hanna Hourigan,
  - Cllr John Carroll,
  - Charles Stanley Smith
  - Michael Murray
- and possibly Niall Morrissey if STDC Board decide to partner with the LCDC

- It was agreed to have the final draft with the sub group by Tuesday evening -12<sup>th</sup> May.

The Chair thanked the NTLB Board for their decision and said he looked forward to working with them.

## **9. SICAP protocols**

Michael Murray left the meeting due to a potential conflict of interest.

Ann Ryan explained that the SICAP programme had commenced in April but that it was necessary to develop a series of SICAP protocols in the interests of efficiencies. There were also some minor changes:-

- (a) NTLB had included a small scheme of grants to individuals and that was not eligible so it was now proposed that these resources to be diverted across other actions. This will not adversely affect the targets and Programme Implementers will remain within the percentage threshold for each goal per the requirements of the Programme.

Pobal have no issue with this. This request was agreed and Proposed by John Lupton Seconded by Anita Clancy.

- (b) The LCDC agreed the following protocol for approving subcontractors rather than dealing with every project separately. This has been agreed with Pobal and they are recommending it in other areas.

Sub Contractor Protocol: Programme Implementers to submit a report on the actions that will be delivered by a sub contractor from their 2015 Plan which should include an outline of the procurement and the decision making process that were undertaken and a commitment to adhere to the 15% requirement. It was agreed that the Programme Implementers submission could be reviewed and agreed by the Chief Officer.

( c ) The following Publicity Protocol was agreed.

Publicity Protocol: Programme Implementers will submit a report outlining the proposed publicity to be undertaken as part of the 2015 plan. The submission should give details on the process to be undertaken by the Programme implementers in advertising and publicising SICAP training/activities, the procurement process and where relevant the number of newsletters/print pieces that would be produced. It is proposed that this submission could be reviewed and agreed by the Chief Officer and that the Programme Implementers would get advance approval from the LCDC for all publicity materials including adverts, flyers, brochures, posters, press releases etc **subject to** these adhering to the publicity guidelines as set out in Section 7 of the SICAP Requirements Document and so long as they do not deviate from the annual plan approved by the LCDC or any recommendations of the Chief Officer. Press releases are approved on the basis that they relate to the publicising or promotion of actions as approved in the annual plan and credit the funders per Section 7 of the SICAP Requirements document.

All publicity material should include the Tipperary County Council logo (to be replaced by the Tipperary LCDC logo once developed) and a reference to the Tipperary Local Community Development Committee in addition to logos required as per section 7 of the SICAP Requirements Document.

These protocols were agreed and Proposed by John Lupton and Seconded by Joe McGrath.

The meeting was closed and the Chairman thanked the members for their attendance and contribution.

Signed/



Charles Stanley Smith,  
Chair,

Tipperary Local Community Development Committee

Date/ 7<sup>th</sup> July, 2015