

Minutes of 21st November, 2016 Local Community and Development Committee Meeting held at Littleton and Moycarkey Community and Sports Centre, Thurles.

Present:

Public Sector: Cllr. John Carroll, Eileen Condon, Adrian Cunneen, Rita Guinan, Donal Mullane, Matt Shortt, Angela Joy, Cllr. Joe Hannigan,

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

Apologies: -

Public Sector: Cllr. Mary Hanna Hourigan,

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

1.	<p>To Note Adherence to Meeting Procedure Requirements</p> <p>Margo Hayes advised of Declaration of Interest Forms, Conflict of Interest and Non-Disclosure Forms as follows:</p> <p>Attracta Lyons confirmed to the meeting that the quorum of 10 had been achieved for this meeting. In relation to the decision-making requirement of 60%¹ of LAG members ruling once Conflict of Interest matters were addressed (as per the LEADER Operating Rules) and that any decision must be voted on by at least 51% of non-public sector partners - in this regard this meeting can proceed as requirements can be met. It was noted that this took into account a conflict of interest which had been advised by members from Implementing Partners - Michael Murray, NTLP, and Isabel Cambie, STDC, relating to agenda item 4 – To agree Budget Allocations for Rolling Calls and item 6 – Update by Social Inclusion Sub Committee on SICAP 2016 spend and recommendations. Both Implementing Partners will absent themselves from the meeting for these items.</p> <p>No other Conflict of Interest was advised by members in relation to any of the agenda items.</p>
2.	<p>Approval of Draft Agenda</p> <p>Charles Stanley Smith, Chair declared the meeting opened. Apologies were noted and the Members agreed the draft agenda</p> <p>The Chair informed the Members that he was going to raise the European Rural Network Assembly under AOB.</p>

¹ LAG decision-making requirements may facilitate voting by written procedure in a maximum of one out of every four consecutive LAG meetings.

	<p>Charles Stanley Smith, Chair stated that TLCDC is well ahead of the curve in terms of the LDS being rolled out. He referred to the Standing orders and insisted that each member around the table is equal and should treat the Chair and their fellow members and Staff Members with courtesy and respect and carry out their function in a responsible and diligent manner. Members should in all matters seek to ensure that their conduct does not bring the integrity of the LCDC meetings into disrepute.</p> <p>The Chair outlined that in setting an agenda the following considerations are to be taken into account: The agenda for each meeting is jointly prepared by the Chief Officer and the Chairperson of the LCDC. Any member of the LCDC can propose an agenda item to either of the Chair or Chief Officer. Issues not on the agenda can be raised under Any Other Business but should not be used to address substantive issues and shall be by the agreement of the Chair. If there is a dispute regarding the agenda the Chair shall decide on the issue and the Chair's decision shall be final. TLCDC encourages active participation by all committee members in discussions and decision-making.</p> <p>Tipperary LCDC has established appropriate sub-committees to help them carry out their functions, as well as to facilitate the broadest possible engagement with local interests. The Sub Committees have clear remits and are doing an exceptional job in the context of dealing with complex issues and enabling a more effective decision to be made by the LCDC. It is important that the work of these committees is valued and respected and whilst the LCDC will be facilitated to query and raise issues around the recommendation, it is important that the debate is not repeated at the LCDC meeting again. However ultimately the final decision on any deliberations remains with the LCDC.</p> <p>Once the LCDC makes its decision, that decision will not be revisited at subsequent meetings unless the Chair deems that there are exceptional reasons to do so. Members are requested to respect this process in the interests of the orderly and efficient conduct of the meeting. The Chair also brought to the attention of Members the relevant section (Appendix A) in the Standing Orders dealing with the Code of Conduct, in particular S.2 referring to general conduct and behaviour. The Chair stated that he hoped all members would continue to cooperate and actively engage in the work of the LCDC as they have done so to date and he fully appreciates the work of all members to date in the process.</p> <p>Margo Hayes referred to the Operating Rules of the RDP LEADER Programme and outlined that the LAG Members must complete an annual Conflict of Interest Declaration. These Declaration of Interest Forms must be returned at this meeting. If they are not completed and returned members will be prohibited from engaging in decisions relating to the delivery of the RDP LEADER Programme.</p>
3.	<p>Confirmation of Minutes</p> <p>The minutes of the Tipperary LCDC meeting held on 17th October, 2016, were adopted on the proposal of Cllr. John Carroll and seconded by Tim Cullinane.</p> <p>It was noted that there were no matters arising.</p>

4.

LDS Update:-

Update on Project Evaluation Scoring Sheet:-

Attracta Lyons reminded the Members that at the October meeting she informed the members that the DAHRRGA had advised that the scoring sheeting contained in the Tipperary Local Development Strategy was not in compliance with the project evaluation sheet contained in the Operating Rules. It was agreed that Charles Stanley Smith and A. Lyons would pursue this matter with the DAHRRGA to ensure compliance with the LEADER Operating Rules.

A. Lyons advised that she revised the scoring sheet to ensure compliance with Operating Rules and to also address rural sustainability and social inclusion elements which were of particular concern to the LCDC. This revised scoring sheet was circulated with the agenda with changes required by LCDC denoted in red font. This document was forwarded to JP Mulherin, DAHRRGA, and he has confirmed '*.....as noted in section 5.5 of the Operating Rules, the LAG may adapt the evaluation scoring template provided that all of the project assessment requirements are met.*

It is for the LAG, and not DAHRRGA, to satisfy itself that these requirements are met. Having said that, it appears that you have added to (and not deleted from) the template – that being the case the revised scoring sheet appears to be in order.'

It was agreed on the proposal of Clare Cashman and seconded by Eileen Condon that based on the Department's acceptance of the revised Evaluation Scoring Sheet can now be used for project evaluations.

Ratification of Members for Independent Evaluation Committees:-

Michael Moroney referred to the Draft Independent Evaluation Committee (IEC) Membership proposal which was issued to the Members with the Agenda on the 14th November, 2016.

M. Moroney confirmed to the Members that it was agreed in principle at the October meeting that Tipperary LCDC will fill positions on the IEC by 'nomination' of officials from public sector/organisations and by 'open call' whereby expressions of interest will be sought from interested persons by means of an advertisement in local newspapers. Nominations will also be sought from the IPs. Each IEC will have twelve members with a cross section of skills and experience relative to the Tipperary LDS and each IEC will nominate a Chair. It was noted that members had been advised by e-mail following the last meeting that the Social Inclusion Sub Group has decided not to nominate to the IECs – these SI positions were subsequently advertised in the 'open call' process.

As Tipperary LCDC is required to establish an Independent Evaluation Committee to assess and evaluate all project proposals for RDP funding the responsibility of the LCDC is to ensure the integrity of the evaluation process. He outlined that the process of filling the seats on this Committee by made by an open call and the closing date for receipt of applications was 4th November, 2016. He also confirmed that the Sustainable Communities Sub Group met on 10th November and assessed and considered the applications received. It was noted that the Social Inclusion Sub Group considered and noted the SI applications received at a meeting of

the Social Inclusion Sub Group on 11th November.

Following discussion on the draft IEC the following are the comments from members on the proposed IEC(s):-

- Some members requested that a further open call be advertised
- I Cambie requested that it be put on record that she did not advise putting out another open call as the advertising costs would be taken from the limited administrative budget
- The Members were disappointed with the level of interest in the IEC
- It was also raised could a further call be considered through the PPN or through email to relevant stakeholders with an expertise and skill sets. It was noted that this approach would be contrary to the process whereby there was equal opportunity afforded to all.

Following discussion, the proposed members for the Independent Evaluation Committees as recommended by the Sustainable Communities Sub Group from the "open-call" process was agreed on the proposal of Michael Murray and seconded by Cllr. John Carroll. The filling of the seats from the public sector/organisations will be filled early December, 2016. The Implementing Partners/LDCs nominees will be available for ratification at the December LCDC meeting

Following an extensive discussion regarding the two seats which were not filled through the "open-call" it was agreed on the proposal of Donal Mullane and seconded by Cllr. John Carroll that these seats would be filled by requesting North Tipperary Leader Partnership (evaluation expertise seat) and Tipperary Tourism Company (rural tourism) to put forward persons for consideration by the Sustainable Communities Sub Group.

It was agreed that the LCDC Office would issue letters to the IEC members selected. The Local Development Companies will be in contact with the IEC members in early December to arrange induction training. It was agreed that an email would issue to the LCDC members confirming when the IEC members were notified of their selection onto the IEC.

Inform on Rolling Call EOIs Received:-

Attracta Lyons circulated a list of 'Expressions of Interest' for the Rolling Calls received from both Implementing Partners at the meeting. This EOI list is only brought to the Members for noting. The IPs are responsible for ensuring that the EOIs comply with the LDS and Operating Rules and they notify all those who submitted EOIs whether a proposed project is eligible or not. It was recommended by Eileen Condon that Forklift Training Centre link in with Tipperary Education Training Board to ensure viability and to avoid duplication of funds. It was raised by Rita Guinan that project no. 18 on the EOI list - Glengarra Mountain Lodge - has been included for funding under the REDZ Initiative by Tipperary Co. Co. The Members reviewed the list received and there was no issues raised and the EOIs were noted.

Agree Rolling Call EOI Appeals Process:-

A. Lyons advised it is unlikely that a promoter would appeal a decision on an EOI as rationale for decisions is compatibility with the LDS and compliance with the Operating Rules. However, should a promoter decide to appeal an EOI decision A. Lyons suggested the following Appeals Process: promoter to submit a letter of appeal to the Chief Officer, LCDC, setting out the rationale for the appeal. This request would in turn be considered by the Chairs of the LCDC, Social Inclusion Sub Group and the Sustainable Communities Sub Group. Their recommendation would then be presented to the LCDC for endorsement. This process was agreed on the proposal of Cllr. John Carroll which was seconded by Carmel Mc Cormack.

Agree Budget Allocations for Rolling Calls:-

Before any discussion was taken on the budget for Rolling Calls, Isabel Cambie, STDC and Michael Murray, NTLP, absented from the meeting due to a conflict of interest in relation to this item.

Attracta Lyons advised the Members, as agreed in the LDS and in accordance with the Operating Rules and Funding Agreement, budgets for Rolling Calls and Targeted Calls are on an all county basis with annual budget allocations agreed – this is a change to the previous LEADER Programme. It has been agreed that the Targeted Calls budget will apply on an all county basis with evaluation of projects taking place on an all county basis also. However, selection of projects under Rolling Call EOI are made separately by each IP and application further to same will be submitted to relevant IP and evaluated by relevant IEC i.e. north or south. To date no decision has been taken by the LCDC on how the budget for Rolling Calls will apply. Issues have been identified by IPs e.g. if budget applies on an all county basis then this will prove difficult for IPs to manage applications, allocations and promoter expectations. On this basis the IPs have requested that each IP is allocated a Rolling Call budget for their area. A. Lyons advised that she had recently attended a LEADER Co-operation Event at which she ascertained this approach is being taken in some other LAGs. The benefit of doing so is that the IPs will be in a position to manage application process and expectation of promoters in any given year. If the LCDC agrees to proceed on this basis the IPs are agreeable to budget being allocated on a 45%/55% basis (based on population in each area) as per Administration & Animation Budget.

Following discussion on this item the Members agreed to take the similar approach as the Administrative & Animation budget. Therefore on the proposal of Cora Horgan and seconded by Cllr. Joe Hannigan it was agreed that the budget for Rolling Calls be assigned as follows - 55% of the annual Rolling Call Budget be assigned to South Tipperary Development Company, and 45% be assigned to North Tipperary Leader Partnership. Isabel Cambie and Michael Murray returned to the meeting and the Chairperson informed them of the outcome of the decision.

Review Criteria for Targeted Call in December – 2016:-

Attracta Lyons advised that the IPs have identified issues with Targeted Call approach e.g.

timelines for applications etc. In light of same, they have advised they are reviewing the Targeted Calls proposal and will bring their recommendations to the December LCDC meeting for consideration and approval.

A. Lyons advised that she had learned that some LAGs in the ROI have run one Targeted Call for all themes incorporated in their LDS. Also, LAGs in Northern Ireland have adopted a similar approach for some time e.g. all themes under one or more Targeted Calls each year. Programme Implementers are taking these approaches into consideration.

A. Lyons also reminded members that what is critical in relation to Targeted Calls is that 50% of the annual budget for 2017 is allocated to same in 2017. Otherwise, penalties will apply and any underspend will be deducted from the projects budget assigned to the LAG.

It was queried of the Implementing Partners to be mindful, if the time lines for calls are to be amended, of the need to carry out predevelopment work with social inclusion groups/communities in terms of developing applications. Isabel Cambie informed the meeting that STDC has appointed a Project Development Officer to take on social inclusion project animation linked to the LDS and this person will take up the position shortly.

Inform on Income & Expenditure:-

Attracta Lyons informed the meeting that to date expenditure/claims by IPs submitted to date is €74,363.97. This covers the period August to October inclusive. Claims are submitted online to Pobal on a monthly basis for an Article 48 Check. Pobal advised the Department once completed and payment is then released to the LA. Members were advised that notification was received from the Department on the evening of the 18th November that the August claim and payment/income of €16,443 will be released to Tipperary County Council as the Financial Partner over the coming days. As claim system is new there have been some issues which are being resolved which will speed up the process.

General Updates:-

As a point of information A. Lyons informed the Members that LEADER Co-operation Projects Call should be announced shortly by the DAHRRGA which is managing application process for same. Co-operation Projects are projects which take place between two or more LAGs which provides mutual benefit and added value. Eligible activities are those included in the LDS. €10m is ring-fenced nationally for trans-national and inter-territorial projects. Further information will be issued to members once the Co-operation Projects Call is announced.

5. SICAP –

Report on Annual SICAP Plan 2017 – Appraisal Process and Recommendation

Clare Cashman, Chair, Social Inclusion Sub group informed the meeting that the Social Inclusion Sub Group met on the 11th November, 2016 to appraise the 2017 SICAP Annual Plans as submitted by North Tipperary Leader Partnership and South Tipperary Development Company Ltd on 7th November, 2016. The Sub Group appraised the 2017 annual plans

according to the Pobal guidelines and also met the two Programme Implementers individually. C Cashman confirmed that a Pobal Appraisal was also carried out and formed part of the LCDC appraisal process.

It was noted that both of the Programme Implementers Plans were compliant with the financial checks in that:-

- The annual budget is correct
- The total budget cost does not exceed the annual budget
- No more than 15% of the total budget costs are charged to sub-contractors
- The % of administration costs does not exceed the 25 % specifically agreed to by the LCDC.
- Total costs for each goal are between 28% and 38% of the total action costs budget

C Cashman on behalf of the Social Inclusion Sub Group would like to recommend approval of SICAP Annual plans 2017 (NTLP &STDC) in principal based on a number of recommended changes be included by the Programme in their Plans by December 8th 2016, It was noted that the PIs have been notified of the recommendations.

Key Recommended changes required by STDC:-

- The 2017 Headline Indicative Target to remain the same as 2016 at 742
- Headline indicator target 10 to be increased to 40 (corresponding headline indicator target 13 increased to 10)
- Headline Indicator Target 11 to be reduced to 53 –Headline indicator target 14 reduced to 1
- Increased focus recommended on the non-RAPID areas but areas with a deprivation index -10 or less on Pobal Maps (lone parents, travellers, those with disabilities, people not in employment)
- Ensure that the Horizontal themes of SICAP (e.g. promoting an equality framework) as within section 1.2 of the SICAP programme requirements 1.7 2016 are reflected across all actions
- There is an opportunity to include a more descriptive narrative under the 'expected outcomes' for the actions.
- Collaborative partners to be included to reflect the works and relationships in place

Action Indicator Targets

- Goal 2 - Educational and Development Support under 18 year olds to be aligned with the Action Indicator Targets.
- Early Childhood Education- More Description required
- Lifelong Learning and Education Network- more qualitative details in the action required

Key Recommended changes required by NTLP:-

- HI Indicator 1 to remain unchanged i.e. a 778
- HI 11 to be reduced to 65 and HI indicator 10 to be increased to 31 -therefore a combined number of 96 will progress to employment or self employment 25% of the total in receipt of supports under Goal 3 (384).
- The corresponding headline indicator target 13 and 14 respectively to be changed to 6 (increase) and 1 (decrease)
- CVs for new staff are to be uploaded in the Staffing folder on IRIS/ An updated signed IRIS user policy needs to be uploaded on IRIS.
- New Action Goal 2.4 - Personal Development- provide a rationale for the action..
- Action Indicator Targets- It is noted that all the Action Indicators used are quantitative and there are no qualitative indicators used.
- Collaborative Partners- Include collaborative partners to reflect the work taking place

C Cashman informed the Members that the Plans have been moved back to draft stage on the Iris system to facilitate these recommended changes. The recommended changes were agreed on the proposal of Sara Bourke and Seconded by Catherine Guest.

Ms. Cashman thanked the sub group for undertaking this appraisal noting that there was a lot of high level detail to be assessed and she also thanked and complimented both Development Companies for their engagement with this process.

The Chairperson thanked Ms. Cashman and Social Inclusion Sub Group for her update on the 2017 SICAP Annual Plan appraisals.

Before any discussion was taken on NTLP Ltd under spend of 2016 SICAP budget Isabel Cambie, STDC and Michael Murray NTLP departed the meeting due to a conflict of interest in relation to this Programme.

C Cashman informed the members that NTLP Ltd., currently have an under spend on the 2016 SICAP budget, it was noted that:- NTLP have submitted a proposal to address this under spend which is currently being appraised by Pobal. The Members agreed due to the time constraints the Social Inclusion subgroup (on behalf of the full LCDC) would be mandated to take a decision on any under spend of the 2016 SICAP budget. An update on this matter will be brought to the December meeting.

Michael Murray and Isabel Cambie returned to the meeting and the Chairperson advised them that Social Inclusion subgroup (on behalf of the full LCDC) would be mandated in principle to take a decision on any under spend of the 2016 SICAP budget on the approval of Pobal.

Carmel Mc Cormack requested a copy of 2017 SICAP and it was agreed that once approved by Pobal it would be forwarded to her.

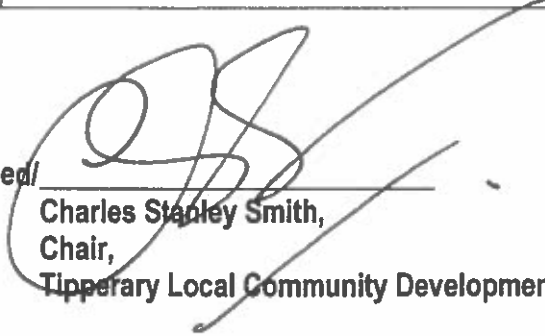
6. Strategies/Policies

Melanie Scott, Arts Officer, gave a presentation to the Members on the purpose and objectives of the draft Festival Strategy and of the role that the LCDC would play in the

	<p>context of supporting such festivals should the strategy be adopted It was agreed that further comments on the draft Strategy should be submitted to Melanie Scott by Friday 25th November.</p> <p>Sinéad Carr, Director in the absence of Deirdre Cox advised the Members that the Draft Playground Strategy is going on public display for consultation and if they wish to make any comment please submit their comments to the LCDC office. Again, this document, if adopted will influence the decisions of the LCDC in the context of LDS funds. The closing date for the playground policy submissions is January 10th .</p>
7.	<p>LECP – End of year Review Process</p> <p>Attracta Lyons informed the Members that the progress report on the LECP 2016 Action Plan and the Draft LECP Action Plan 2017 will be presented to the LECP Advisory Group on 14th December for consideration and recommendation. The Community strand of both of these documents will be brought to the January LCDC meeting. The final LECP documents will be presented to the County Council in February 2017. This was noted by the Members.</p>
8.	<p>Correspondence</p> <ul style="list-style-type: none"> • Margo Hayes referred to an email response dated 28th October, 2016 from Deirdre Kelly, Department in relation to the timeframes for submissions under the Town and Village Renewal Scheme. This was noted by the Members. • M Hayes advised the Members that SICAP Guidelines version 7 has been recently been issued by Pobal. M Hayes highlighted to the Members under these guidelines that Pobal refer to remedies being applied to the Programme Implements if they don't meet the targets set. This was noted. • It was noted that the date for "Our Communities – A National Forum" consultation will now take place on 23rd November, 2016 in The Royal Hospital Kilmainham, Dublin 8.
9	<p>AOB</p> <p>Sinéad Carr, Chief Officer referred to the email received from the LEADER Unit dated 15th November requesting expressions of interest to participate in the European Rural Networks Assembly – (one LAG nomination required). Rita Guinan, Head of LEO and Charles Stanley Smyth, Chair, LCDC and Carmel McCormack, PPN expressed an interest in being selected for consideration for this position. The three listed members all agreed that the remaining members of the LCDC could proceed to make a decision as to who should be selected.</p> <p>The three members who expressed an interest departed the meeting. Following discussion, it was agreed to select the nominee for Tipperary Local Action Group by drawing a name from a lot. Carmel McCormack name was drawn from the lot. Those 3 Members returned to the meeting and were informed of who was selected.</p>

10.	<p>Date of Next Meeting</p> <p>It was agreed that the next meeting will take place at 10.00 a.m. on Monday 19th December, 2016 in Littleton Community Centre, Thurles.</p> <p>In relation to 2017 LCDC meeting schedule it was agreed that the meetings will be held on the 3rd Monday of each month in Littleton with the exception of the August as there will be no meeting held. It was also raised that the date for the April will have to be agreed.</p> <p>It was recommended that the Finance & Audit Sub Committee would look at developing a policy of alternate members attending to observe LCDC meetings.</p>

Signed/



Charles Stapley Smith,
Chair,
Tipperary Local Community Development Committee

Date/ 19th December, 2016