

Minutes of 19th September, 2016 Local Community and Development Committee meeting held at Littleton Community Centre, Thurles.

Present:

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

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

Apologies: -

Public Sector: Donal Mullane, Angela Joy, Joe Mac Grath

Private Sector: Clare Cashman

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

1.	<p>Photograph of LCDC</p> <p>Photo call of the LCDC members was taken prior to the LCDC meeting.</p>
2.	<p>To Note Adherence to Meeting Procedure Requirements</p> <p>Attracta Lyons confirmed to the meeting that the quorum has been achieved for this meeting. Re. decision-making requirement for 60% of LAG members ruling once Conflict of Interest matters were addressed (as per the LEADER Operating Rules) in this regard this meeting can proceed. 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 6 – To agree Revised Budget. Both parties will absent themselves from the meeting for this item.</p>
3.	<p>(i) Approval of Draft Agenda</p> <p>The Chairperson welcomed the members and declared the meeting open. Apologies were noted and the Members agreed the draft agenda.</p> <p>(ii) Conflict of Interest</p> <p>No other conflict of interest was advised by members.</p>
4.	<p>Confirmation of Minutes</p> <p>The minutes of the Tipperary LCDC meeting held on 18th July, 2016 were adopted on the proposal of: Cllr. John Carroll and seconded by Mary Hanna Hourigan.</p> <p>Carmel Mc Cormack requested that it be noted that she considered that the explanation provided by the Chair on "mutatis mutandis" was incorrectly recorded in the 18th July 2016 minutes.</p> <p>The term will be recorded as '<i>due alteration, or changing whatever is required to be changed</i>'</p>

	<p>(is a Latin phrase meaning "changing those things which need to be changed" or more simply " the necessary changes having been made". The phrase carries the connotation that the reader should pay attention to differences between the current statement and a previous one, although they are analogous)</p> <p>Carmel Mc Cormack also requested that it be noted that the minutes of the LCDC meeting ought to be digitally recorded or a Stenographer is in place.</p> <p>The Chief officer stated that this would not be the case – that the purpose of the minutes was to provide a true reflection of the key issues discussed and the actions/decisions agreed. The meeting was satisfied to proceed on this basis.</p> <p>It was noted that there were no matters arising.</p>
5.	<p>Update on "Connecting for Life" Suicide Preventions Plan Tipperary South (Tracy Nugent, Prevention Officer)</p> <p>Tracey Nugent, HSE Resource Officer, for Suicide Prevention gave a presentation on the "Connecting for Life" Suicide Preventions Plan Tipperary South. Ms. Nugent outlined the various steps and background detail which have been undertaken in drawing up this Strategy. The focus of this presentation was to highlight the Vision for Connecting for Life in South Tipperary – <i>"A Community where fewer lives are lost through suicide and where the people of South Tipperary are empowered to improve their own mental health and wellbeing.</i> Ms. Nugent referred to the 7 Strategic Goals outlined in the Strategy she also referred to the requirement in relation to fulfilling the high level community and social inclusion priority actions as outlined in the LECP. Ms. Nugent identified the key partners that will be involved in implementing this Strategy.</p> <p>The Members thanked Ms. Nugent for her presentation and they welcomed the launch of this Strategy for South Tipperary. The members raised the following comments:-</p> <ul style="list-style-type: none"> • It was agreed that both North & South Tipperary Plans should have a joint approach to lead County actions • The Members considered that the Department of Education needed to play a key role in rolling out policies through primary and secondary schools on mental health. To ensure that young people are aware of the services in their area and the supports available. • Communities, Schools and the various Clubs need to be informed on how to access the mental health referrals and support services that are available in the County. <p>It was agreed that a copy of Ms. Nugent presentation to be issued by email to the Members including the contact details for both HSE Resource Officer for Suicide Prevention for the County.</p>
6.	<p>Update on LDS/RDP 2016 – 2020</p> <p><u>To note progress with Service Level Agreement: –</u></p> <p>Sinead Carr, Chief Officer, referred to the Service Level Agreement which was circulated with the agenda Ms. Carr advised the Members that a solution was reached with regard to issues raised in relation to the LEADER Service Level Agreement (SLA) at the LCDC meeting on the 18th July. The item relating to redundancy issue was removed from the SLA and letters from the IPs relating to this matter were appended to the SLA. The SLA was signed by the relevant partners prior to the end of July 2016. This was noted by the Members. With regard to the Special Clause contained in the SLA it was confirmed that both IPs had agreed to a county Independent Evaluation Committee for Targeted Calls.</p> <p><u>To Agree Independent Evaluation Committee(s) Terms of Reference</u></p> <p>Attracta Lyons referred to the Independent Evaluation Committee(s) Terms of Reference Report, prepared by the two Local Development Companies/Implementing Partners, which was issued to members by email on 15th September, for discussion and approval at this meeting. It was noted at the meeting that the office of the LCDC</p>

did not have an opportunity to review same prior to its presentation to members and therefore would also have comments to make.

Ms. Lyons outlined the detail in this report which included the role, suggested membership and the proposed nomination requirements of the IEC. Ms. Lyons noted as per the Service Level Agreement, two independent external geographic based IEC's will be established on projects that emerge through the Rolling Call process in North Tipperary and similarly in South Tipperary. The IEC will be serviced in the North of the County by NTLP and by STDC in the South. In relation to Rolling Calls it is recommended in this report that each IEC should have eleven members with a cross section of skills and experience relative to Tipperary LDS. Ms. Lyons made reference to the Targeted Calls and that the proposed structure of this Committee will be a county-wide one, made up of members as appropriate from the north and south Independent Evaluation Committees. If required, suitably qualified individuals will be invited to participate in Targeted Calls Evaluation meeting(s) as a guest member e.g. Failte Ireland for tourism related Targeted Call.

It was agreed that the comments raised by the Members on this proposal be referred to the Sustainable Communities Sub Group for consideration and formal sign off on behalf of the LCDC.

Feedback from the Members on proposed IEC:-

- Agree detailed application form for potential IEC candidates and the criteria around skill sets/expertise - the sustainable sub group to develop an application form to invite members to sit on the IEC, Eileen Condon expressed an interest in having an input into this application form.
- Consideration ought to be given to an open call nominations approach which should be based on skills and expertise around the 4 key pillars (enterprise; social inclusion; community; renewable energy). It was noted that nominations from the sectoral pillars was not necessary or possibly not appropriate as the evaluation member was independent of any network and no feedback would be required.
- The social inclusion sub group should have an input into the formal sign off of this proposal, particularly in the context of the social inclusion criteria
- IEC will adhere to the operating rules as these are the guidelines for the IEC to consider when evaluating and recommending projects to the LAG for approval.
- Any conflict of interest issues with the IEC will be dealt with the relevant Implementing Partners.
- The scoring sheet contained in the Operating Rules will be used by IEC – the sustainable sub group to look at scoring sheet under the heading assessment criteria and ensure that the additionality required by the LDS in terms of cross cutting themes (social inclusion/environment) are included on the scoring sheet
- Full responsibility on the sign off of projects lies with LAG.

On the proposal of Cllr. John Carroll and seconded by Sara Bourke the proposal presented on IEC to be brought to the Sustainable Communities Sub Group for further work, taking into account the issues raised by members and that the sub group would proceed to progress from here. The Social Inclusion Sub Group to be facilitated to have an appropriate input.

To Agree Targeted Calls Proposal:-

Isabel Cambie referred to the Targeted Calls Proposal report that was issued with the agenda. Ms. Cambie confirmed that a minimum of 40% of the budget **must** be allocated to targeted calls to comply with the RDP Operating Rules. However, Tipperary LAG has committed to allocate a minimum of 50% of the project budget to Targeted Calls. Ms. Cambie outlined the purpose of the EOI's for Targeted Calls is to ensure that LEADER funding is targeted where it delivers the most value, is awarded based on a comparative assessment, and secures equal opportunity for all potential applicants. Ms. Cambie also referred the Members to the schedule of Targeted Calls outlined in the proposal from September to December 2016 and the proposed calls in 2017.

Ms. Cambie indicated that the table on page 5 should note strategic actions and not objectives and this was noted. The targeted call proposals will work in partnership with other strategic programmes in the County. It was also noted that the Department has requested that each measure is broken down and annual budgets are drawn up. However, there is scope with the LAG where there is an underspend to allocate to another measure subject to Department approval.

Projects that are specified in the LDS can only be funded.

Following discussion on the targeted Calls proposal and on the proposal of: Cllr. John Carroll and seconded by Sara Bourke the Targeted Calls proposal was agreed. It was noted by the Members that a schedule of Targeted Calls will be widely publicised and the 2017 Targeted Calls will be published in October.

To Inform on Promotional Plan/Next Steps In Programme Roll Out:-

Isabel Cambie indicated to the Members as the Targeted Call proposal has now been agreed by the Members it is proposed by the Programme Implementers to issue a press release to the local papers to announce commencement of roll-out of the LEADER Programme. It was also recommended by Ms. Cambie to hold Leader Information Workshops in the 5 Municipal Districts commencing in early October. It was suggested to hold off with the formal Leader launch until early 2017, whereby the first set of project contracts will have been issued. The Members noted Ms. Cambie's update on the Promotional Plan. It was further agreed to forward a copy of the LEADER press release and details of the Leader Workshops to the Members for their attention and promotion.

To Inform on Income & Expenditure:-

Attracta Lyons circulated a report on the first Quarterly Advance Payment by Tipperary County Council to LEADER Implementing Partners for Administration & Animation (A&A) Costs. The total A&A budget for 2015 - 2020 inclusive is €2,520,859. €126,293.04 (1.25%) is allocated to Article 48 Checks. As previously agreed, based on size of population in respective IP areas, 55% of the remaining A&A budget is allocated to STDC and 45% to NTLP. TCC as Financial Partner is responsible for making Quarterly A&A Advance payments to each IP. The first Advance Payment was made at the end of July 2016 for the period August to October incl. Payments were as follows: €86,590 to STDC and €69,465.79 to NTLP.

TCC will then submit claims to the Department on a monthly basis (commencing September 2016) based on returns from the IPs and receipts will issue once checked by Pobal and approved by the DAHRRGA. A receipt of income is not yet due from the Department.

The above was noted by the Members.

To Agree Revised Budget:-

Attracta Lyons advised that the IPs had requested a revision to the Administration & Animation budget for the duration of the programme contained in the approved LDS and that if the request is approved revisions as outlined would take effect from 1st October 2016. In accordance with the Funding Agreement signed with the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs amendments cannot be made to same within the first six months of the programme and all amendments must be approved by the Department. A. Lyons sought clarification from the Department on this matter – advice is that If LCDC agrees budget revision then Department will consider and decide if appropriate to approve.

Ms. Lyons circulated the approved and revised Local Development Strategy Financial Administration & Animation Budget for the Members consideration and approval. Before any discussion was taken on the revising the LDS Budget Michael Murray, CEO, NTLP, and Isabel Cambie, CEO, STDC, departed the meeting.

At the outset A. Lyons advised that the overall revised budget remains within the overall approved Administration & Animation Allocation for the LEADER Programme period 2016 - 2020. However, the annual

expenditure profiles are altered i.e. are not as originally approved in the LDS.

Ms. Lyons confirmed that the main adjustment in the revised budget is that the staffing allocation will be increased from 6.95 FTE to 7.25 FTE. As a result Ms. Lyons outlined the Revised Administration & Animation (A&A) Budget as follows:-

- The overall administration and animation budget for the period 2016 - 2020 incl. remains the same and is 25% of the overall approved LEADER allocation
- Annual budget allocations within the 2016 -2020 period have changed to reflect underspend in the budget allocation 2016 owing to the reduced period – August to December inclusive.
- The budgets remain the same for the individual elements (e.g. Rent and Rates, Insurance etc.) within the revised budget for the period 2016 - 2020 incl. except for Salaries and Animation.
- The amount projected for 'Animation' has been reduced by €33,841 and 'Salaries' have been increased by the same amount. The rationale for this is to address changes introduced in the current LEADER Programme e.g. Targeted Calls, animation, checks required etc.

Main changes affecting Staffing Costs are as follows:

- Increase in staffing allocation from 6.95 to 7.25 FTE
- Financial Controller and Accounts Executive FTE have increased slightly in one Implementing Partner Company
- Both Implementing Partners no longer have Managers for the RDP so it is proposed that an experienced Project Development Officer in each Implementing Partners will take on co-ordination responsibilities and salaries have been increased to reflect same
- Both Implementing Partner Co.'s have extended a Project Development Officer FTE for the duration of the programme resulting in additional costs for the period in question
- Inclusion of IP approved salary increase for CEO in one IP Co. earlier this year.

Having considered the proposed revisions members agreed to the revised budget and to it taking effect from October 1st 2016 subject to this decision receiving Department approval. This was then proposed by Cllr. John Carroll and seconded by John O' Shaughnessy. A. Lyons advised she would proceed to submit the revised budget to the Department for approval.

Michael Murray and Isabel Cambie returned to the meeting and were advised of the Members decision.

7. **SICAP:-**

Margo Hayes informed the members that the Social Inclusion Sub group carried out the Midterm Review of the SICAP Programme on July 13th. The subgroup requested follow on reports from the Programme Implementers on a number of areas. The Social Inclusion Sub group met again in August to go through the reports in detail and to be provided with a presentation on the IRIS system.

The key output from the meeting includes:

- Data entry errors were a common cause of misinformation at the 2016 Midyear review and these issues need to be addressed
- It was noted that the PIs measure outcomes in a different way and this needs to be looked at to ensure a consistent way of measuring information.
- With workshop type interventions it was noted that a progress report on the outcomes/progression-showing that the families from the areas of highest deprivation were targeted
- An Update to identify what case studies they plan to present –taking into account Pobal guidelines
- Two members of the LCDC SI subgroups have offered to attend the SICAP staff meetings to get a sense of the day to day work (which cannot be reflected in the IRIS reports).
- PIs to fill in the 'comments' section on Iris where possible as this provides a clear picture of the work being carried out.

Following the key findings from the Social Inclusion meeting held in August it was agreed that a Progress Report be provided on the 30th September data (end of 3rd quarter) on the SICAP Programme to track progress on actions.

	<p>Margo Hayes informed the meeting that in order to keep in line with the LCDC meetings the SICAP Annual Plan 2017 will be presented to the November LCDC meeting. Pobal will also carry out a technical review. Ms. Hayes also informed the Members that an updated SICAP Programme requirement version 6 has been issued. This was noted by the Members.</p>
8.	<p>Update on Town & Village Renewal Scheme:-</p> <p>Sinéad Carr, Chief Officer confirmed that the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs, Heather Humphreys TD announced in early August that Tipperary County Council was to be allocated €380,000 under the Town and Village Renewal Scheme to support the regeneration of rural towns and villages on the basis that proposals it had to submit to Department by 30th September were approved. Ms. Carr informed the meeting that the timeframe for this call was extremely tight and that each Municipal District was contacted to determine if they had potential projects to be developed through this funding call. Both Local Development Companies were also contacted.</p> <p>A maximum of 8 applications can be submitted by TCC to the Department by the closing date. The meeting agreed that the Chair of the Sustainable Communities, Tim Cullinane, will represent the LCDC on the Internal Assessment Panel which is being serviced by Michael Moroney, Community & Economic Section. An update on the applications submitted to the Department will be provided to the Members at the October meeting.</p> <p>Members also expressed their frustration at the very tight deadlines provided by the Department for these schemes and requested that a letter be sent outlining their frustration and requesting a more reasonable timeframe that allows for proper community engagement.</p>
9.	<p>Update on Meeting of LCDC Chairs and Department Officials:-</p> <p>Charles Stanley Smith confirmed he represented Tipperary LCDC at 1st meeting of LCDC Chairs. The key discussion focused on the LEADER programme and possible potential projects. The next meeting of this Forum will take place on 1st October, 2016 the Chair suggested if the members would like him to raise any topic on behalf of TLCDC to contact him by email.</p> <p><u>National Launch of the LECs:-</u></p> <p>Attracta Lyons confirmed that the national launch of the LECs will take at the National Ploughing Championship on 20th September and Charles Stanley Smith, Chair, will attend on behalf of TLCDC. A representative from the economic strand of the LECP will also attend.</p>
	<p><u>Update on LCDC web-site:-</u></p> <p>Margo Hayes confirmed that Information Technology Section, Tipperary County Council is currently developing this web site and the LCDC Team are also collating the relevant material to be uploaded to this site. Margo Hayes noted that the head shot photos that were taken prior to the meeting will be used on the LCDC web site.</p>
	<p><u>Correspondence:-</u></p> <p>Margo Hayes confirmed that the following correspondence were circulated to the members by email on 15th September:-</p> <p>Details on the initiative to Open Government – www.oqpireland.ie Information regarding the public consultation to inform the new National Drugs Strategy 2017</p>
	<p>AOB</p> <ul style="list-style-type: none"> • Sinéad Carr, Chief Officer, confirmed that completed Declaration of Interest and Code of Conduct forms need to be submitted to the LCDC Office by 30th September, 2016. • Sinéad Carr, Chief Officer, requested that the Private Sector Members who have alternatives

organise their attendance if they cannot attend LCDC meeting and ensure they are briefed for meetings and have the necessary documentation

- It was also noted by Sinéad Carr that a National Steering Group is due to meet shortly in relation to working on drawing up a LAG/LEO Sectoral Agreement. It was agreed that the Interim Sectoral Agreement between Tipperary Local Community Development Committee (LAG) and its implementing Partners, North Tipperary Leader Partnership and South Tipperary Development Company, and Tipperary Local Enterprise Office (LEO) will remain in place until a decision is agreed at national level.

Date of next meeting

- It was agreed that the next meeting will take place at 10.00 a.m. on Monday, 17th October, 2016 in Littleton Community Centre, Thurles.

Signed:



Charles Stanley Smith,
Chair - Tipperary LCDC

Date: 17th October, 2016