

**Minutes of Clare Local Community Development Committee meeting  
(CLDC) on Wednesday, 4<sup>th</sup> February, 2015 at 12 noon in the Training  
Room, Áras Contae an Chláir, New Road, Ennis, Co. Clare**

**In Attendance:**

Cllr. Bill Chambers  
Ms. Esther Connellan  
Ms. Sheila Considine  
Mr. Tom Coughlan  
Ms. Helen Downes  
Cllr. Johnny Flynn  
Mr. Gerard Dollard  
Mr. Andrew Dundas  
Mr. Pat Gaughran  
Mr. Gerry Kelly  
Ms. Dóirín Graham  
Mr. Maurice Harvey  
Ms. Aobhan Haverty  
Mr. Michael Hogan  
Mr. Jim Lynch  
Cllr. Mike McKee  
Ms. Annamarie O'Doherty  
Ms. Monica Meehan  
Ms. Ailish McMahon

**Organisation:**

Elected Member  
Health Service  
Social Inclusion Interests  
Chief Executive  
Employers/Business  
Elected Member  
Chief Officer  
Agricultural Farmers Sector  
Community & Voluntary Interests  
Age Friendly Alliance Board  
Clare Local Development Company  
Environment Interests  
Education & Training Board  
Community & Voluntary Interests  
Department of Social Protection  
Elected Members  
Social Inclusion Interests  
Tourism & Community  
Tourism & Community

**Apologies**

Ms. Margaret Slattery                      Youth Sector  
Cllr. Richard Nagle                        Elected Member

**1. Minutes of meeting held on the 12<sup>th</sup> November, 2014 and matters arising. (attached)**

Minutes of meeting held on the 12<sup>th</sup> November, 2014 were proposed by G. Kelly and seconded by D. Graham and agreed.

**Matters Arising**

1. A Declaration of Impartiality and Confidentiality form was circulated to all members of the LCDC. G. Dollard informed the meeting that this form, as per instructions from the Department of Environment, Community and Local Government and Pobal has to be completed by all LCDC members involved in the procurement process. All members present completed the form and these will be kept on file.

Due to conflict of interest, D. Graham didn't complete the Declaration of Impartiality and Confidentiality.

2. Documentation in relation to information session and workshops for LCDC members was circulated to all members. G. Dollard informed the meeting that in order to support the work of LCDCs in 2015, the Department intends to deliver a series of information sessions/workshops during the year. The sessions will focus mainly on three broad areas:-

- programme specific matters, for example, SICAP financial management and monitoring arrangements etc,
- Local Economic and Community Plans and
- the functions of LCDCs and the role of LCDC members

G. Dollard requested the members to identify those areas that should be considered/covered in the information sessions/workshops and invited suggested material to be emailed to Ailish McMahon who will forward to the Department by no later than the 14<sup>th</sup> February, 2015.

3. Submissions were also invited in respect of the Draft Framework Policy on Local and Community Development. The closing date for receipt of submission is Friday, 10<sup>th</sup> April, 2015.

4. Circular LG 2-2015 relating to the ethical framework in Local Government was brought to the attention of LCDC members, paying particular attention to the following:-

- Local Government Act 2001 (Part 15)
- Paragraphs 3 & 4 of Circular LG 2/2015
- Appendix 7 to Circular LG 2/2015 and
- Code of Conduct for Councillors

**This item will be discussed further at the April meeting.**

## **2. Update on the Public Participation Network.**

G. Dollard informed the meeting that four Clare Public Participation Network Municipal District meetings took place in Ennis, Shannon, Ennistymon and Killaloe. A total of 152 groups and organisations in Clare's community and voluntary, social inclusion and environmental sectors have registered their interest in participating in the newly established Network, which is aimed at enhancing and expanding the role played by the public in the formulation of local government policy and the future development of local communities across Clare.

The following people were elected onto the Secretariat:

Marie Therese Carroll, Municipal District of Ennis  
Eugene Crimmins, Municipal District of Shannon  
Tina O'Dwyer, Municipal District of West Clare  
Dwain Quigley, Municipal District of Killaloe.

Also there will be three electoral colleges; Environment, Social Inclusion and Community & Voluntary and each of these will have two representatives.

A County meeting to elect representatives from each of the three electoral colleges to the Secretariat and to the LCDC will take place during February 2015.

It was noted that the Community and Voluntary members on the LCDC are interim nominees. P. Gaughran stated that as he was only a member on the LCDC on an interim basis, he excused himself from the meeting and outlined that he would no longer be a member of the LCDC and he left the meeting.

G. Dollard informed the meeting that the closing dates for the PPN registration was the 9<sup>th</sup> January, 2015 to facilitate elections but groups are still invited to register.

### **3. Local Economic and Community Plan – Circular LG 1/2015. (attached)**

Circular LG 1/2015 in relation to the Local Economic and Community Plan was circulated to all members. G. Dollard informed the meeting that the final circular in relation to the Plan has been received from the Department. He stated that the Plan will include two elements:

- an economic element (prepared by the Strategic Policy Committee for Economic Development and Enterprise and
- a community development element (prepared by the LCDC)

G. Dollard informed the meeting that the guidelines recommend that each Local Authority should establish an Advisory Steering Group to assist in the preparation, drafting, adoption, and monitoring of the Local Economic and Community Plan.

The Advisory Steering Group should include:

- at least one member of the LCDC
- at least one member of the SPC for Economic Development and Enterprise
- the Chief Officer (or a nominee) of the LCDC
- The Director of Service supporting the SPC for Economic Development and Enterprise, or his or nominee.

D. Graham suggested that it should be considered that an Elected Member should be part of the Steering Group.

It was agreed that this would be discussed in further detail at the next meeting of the LCDC.

G. Dollard informed the meeting that the Local Economic and Community Plan would have to be in place by the end of the year.

Cllr. J. Flynn suggested that skilled people (i.e. Ciaran Lynch and Fr. Harry Bohan) in community development should be invited to the LCDC meeting and should assist in preparing the Local Economic and Community Plan. This will be considered as the process moves forward.

#### **4. Indemnification of Local Community Development Committees – Circular AL 06/2014. (attached)**

G. Dollard stated that the Council's Public Liability insurance policy has been extended to include the LCDC in County Clare.

#### **5. Ratification of the Social Inclusion and Community Activation Programme (SICAP).**

Due to conflict of interest, D. Graham, CLDC stepped out from the meeting for this agenda item.

G. Dollard outlined to the meeting the process that took place with the Evaluation Team and the Evaluation Sub-Committee in relation to the Social Inclusion and Community Activation Programme (SICAP)

The Evaluation Team consists of the following members as follows:-

- M. Meehan, (Senior Executive Officer)
- M. Neylon, (Administrative Officer)
- N. Fitzgerald, (Financial Accountant)
- Mr. K. O'Donnell (Procurement Officer)

The Evaluation Team carried out an assessment of the tender and presented their findings to the Evaluation Sub-Committee.

The members of the Evaluation Sub-Committee were selected at the meeting of the LCDC which took place on the 4<sup>th</sup> September 2014 and are as follows:-

- Cllr. B. Chambers (Chair)
- Mr. M. Harvey (Interim Environmental rep)
- Ms. A. Haverty (Limerick and Clare Education and Training Board)
- G. Dollard (Chief Officer of the LCDC)

The role of the Evaluation Sub-Committee is to provide an oversight of the evaluation process and to review the recommendations made by the Evaluation Team. The Committee is responsible for the approval of evaluation reports and making recommendations to the LCDC for ratification.

G. Dollard stated that this process is coming to a conclusion and the LCDC have to formally ratify the tender at this meeting. He invited M. Meehan to give a presentation on SICAP.

M. Meehan, presented a comprehensive presentation of the Social Inclusion and Community Activation Programme.

In her presentation she outlined the following:-

- SICAP overview
- Overview of Procurement Process
- Tender Evaluation Process
- SICAP Focus
- Headline Targets
- Methodology for Evaluation
- Ia Area Profile
- 1b Action Plan
- 2a Methodology
- 2b Validated Programmes of Learning
- 3 Networking Structures
- 4a,b Staffing & Contract Management & 5 Performance Management
- Lot Outcomes

The LCDC will manage and administer the Programme. Clare County Council will hold the SICAP account and issue payments. Pobal will have an oversight function on behalf of the Department. The Budget is (€641,506 – 9 months)

G. Dollard informed the meeting that the Clare Local Development Company was the only tender received for the Social Inclusion and Community Activation Programme (SICAP). He recommended that the tender be awarded to the Clare Local Development Company on the following grounds:-

- CLDC was the only tender and
- They complied with the rules of the public procurement process in a fair manner.

Following a discussion in relation to the tender the following was agreed:

**The ratification of the Social Inclusion and Community Activation Programme (SICAP) tender was proposed by H. Downes and seconded by M. Hogan.**

G. Dollard informed the meeting that following ratification by the members today, an outcome letter (letter of offer) will issue from the Evaluation Sub-Committee on the 18<sup>th</sup> February, 2015 to Clare Local Development Company. There will be a standstill period of two weeks, contracts will then issue and the programme will commence on the 1<sup>st</sup> April, 2015.

G. Dollard suggested that the final evaluation report should be signed by a nominated member of the LCDC. It was agreed that the Chief Executive, Mr. Tom Coughlan would sign the final evaluation report.

## **6. Date of next meeting.**

It was agreed that the date of the next meeting would held on the **8<sup>th</sup> April 2015 at 12 noon.**

## **7. AOB.**

With no other business the meeting concluded.

**Signed:**

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**Chair**

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**Chief Officer**