



Local Community Committee Minutes of Meeting held on Wednesday 26th July 2023 in County Hall and via County MS Teams at 11.30am

Members in attendance:

Public Sector representatives:

Mr. Martin Crowley, Business Sector (Vice-Chairperson)
Cllr. Paschal McEvoy, Laois County Council
Cllr. John King, Laois County Council
Mr. John Mulholland, CE Laois County Council
Mr. Mark Clancy, Laois Local Enterprise Office

Private Sector representatives:

Mr. Clive Davis, Youth Sector (Youth Work Ireland Laois)
Ms. Nina Horan, Laois Public Participation Network
Mr. Harry Lalor, Farming Sector (I.F.A)
Mr. John Oxley, Laois Public Participation Network
Mr. Ray Harte, Laois Public Participation Network
Ms. Joan Bolger, Laois Public Participation Network

Apologies:

Cllr. Conor Bergin, Laois County Council
Mr. Kevin Geoghegan, DSP
Mr. Joe Thompson, LOETB (Chairperson)
Mr. Naeem Iqbal, Laois Public Participation Network
Ms. Caroline Lydon, CEO Laois Partnership Company

In Attendance:

Ms. Pamela Tynan, A/Chief Officer
Ms. Anne Marie Kirrane, A/Administrative Officer, LCC
Ms. Orla Fitzpatrick, A/Senior Staff Officer, LCC
Ms. Danielle Keane, Clerical Officer, LCC
Ms. Jenny Collier, Laois Partnership Company
Ms. Etaoin Walsh, Laois Partnership Company

Ms. Danielle Keane LCC registered all members present on the meeting attendance sheet.

Mr. Martin Crowley, Vice-Chairperson, opened the meeting welcoming all present especially Clive Davis whose term had come to an end on the LCDC.

1. Confirmation of Minutes of LCDC meeting held on 28th June 2023

The minutes were adopted following a *proposal from Mr. John Mulholland seconded by Cllr. John King*

2. Matters Arising

None

3. Correspondence

None

4. SICAP

(a) 2023 Mid-Year Review

The SICAP sub-committee convened on Thursday 29th June to examine the 2023 Mid-Year review focusing on the review checklist (see Appendix A: Pages 11-22) and in particular concentrating on:

- Meeting Mid-year Targets
- Adherence to Budget Parameters
- Lot Performance, and
- IRIS Data Checks
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LCDC staff then submitted said checklist to Pobal who in turn reverted back with feedback as set out in Appendix A – pages 23-25. One issue was noted and addressed as follows:

Pobal comment

- **Adherence to Budget Parameters and financial compliance with the Programme Requirements**

Administration costs are at 14.92%. This is higher than expected at this point in the year, in particular the indirect salary budget has been 63% spent. The LDC has requested to transfer indirect salary to administration costs due to additional expenses. This is under review.

The percentage of costs between goals is outside the agreed threshold in the Annual Plan. Annual Plan G1 40% G2 60% but actual is G1 47.22% G2 52.78%

Laois LCDC noted that:

Administration was higher due to a double entry on the IRIS system in the amount of €48,921. The IP have rectified same by removing the second entry. The Lot Cost Charged report is correct with adherence to budget parameters as set out in the checklist presented to members at the SICAP subcommittee meeting. (Admin costs reported as % of Annual Budgets (in Fin & Mon Report) is not greater than 25% for both the SICAP budget and Ukrainian budget separately and proportionally for the five-month period under review should not be greater than 10% - 12.5%)

The 2023 Mid-Year Review was endorsed by the SICAP sub-committee with Section seven as set out below being completed. Members were called upon to approve the 2023 Mid-Year Review based on the SICAP sub-committees' recommendation.

This section should be completed based on the feedback provided by Pobal

6. Pobal parallel review	Poor	Fair	Good
KPI achievement			<input checked="" type="checkbox"/>
Action Level Performance			<input checked="" type="checkbox"/>

If you have any comments/observations in relation to items above, note them in the box below.

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7. Overall assessment	Yes	No
Based on the outcome of your review of the above items, have any areas of concern requiring further engagement with the LDC been identified?		<input checked="" type="checkbox"/>
Are there any recommended changes to actions or targeting strategies that need to be flagged to LDC		<input checked="" type="checkbox"/>

Please note below your feedback from LCDC to the LDC and your proposed course of action with the LDC:

<p>Laos LCDC will continue to monitor the IP and adherence to budget parameters, lot performance and will continue to monitor IRIS undertaking regular data checks.</p>
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This 2023 Mid-Year Review was proposed by **Cllr. Paschal McEvoy**, seconded by **Cllr. John King**.

(b) VAT Payment

It was identified that the IP, Laois Partnership Company has incurred VAT liability in the amount of €7,614.06. This figure was checked and deemed to be in order. Ms. Pamela Tynan, A/Chief Officer sought approval to pay the IP, Laois Partnership Company the sum of €7,614.06 once recouped from the Dept.

Payment of VAT liability amount €7,614.06 was proposed by **Mr. Clive Davis**, seconded by **Ms. Joan Bolger**

(c) Change Request

The Implementing Partner, Laois Partnership Company, has requested in writing that they wish to change funding from indirect salary to admin as set out below:

- Team leader budget reduced by €17,068.64. This amount to be allocated to office/admin budget
- CEO unused salary of €24,500 be reallocated into office/admin

Therefore, a total of €41,568.64 be reallocated from indirect salary to Office/Administration/Establishment Costs.

It was noted that with the increased cost of overheads in particular cost of electricity the IP have requested that this change be made in order to meet the SICAP share of utilities. In addition, as a new CEO was only appointed in June a large proportion on this salary allocation will be unused. This can be also utilised towards office/administration.

Actual Change Results

- CEO Salary will reduce from €50,547.74 to €26,047.74 (€50,547.74 - €24,500 = €26,047.74)
- SICAP Team Leader salary will reduce from €24,986.25 to €7,917.61 (€24,986.25 - €17,068.64 = €7,917.61)

Therefore, overall Indirect Salary will reduce from €154,229 to €122,660 (rounded) (€154,229 - €41,569 = €112,660)

- Office Admin will increase from €51,961 to €93,530

See LCDC Appendix A: Page 26 for full actual budgets and revised budget breakdown

Note: Pobal have advised that” transfer of funds is permissible as long as the overall administration costs remains within the 25% threshold. This has been checked and is in order”.

Based on the recommendation of the SICAP Sub-committee members were called up to approve the spend/budget change.

c) Change Request

Annual Budget		€ 849,393		Proposed Revised Spend		
Indirect Salary Costs (Management/Administration)	€ 154,229		-€41,568.64	Indirect Salary Costs (Management/Administration)	€ 112,660	
Travel and Subsistence for Indirect Salary Costs	€ 700			Travel and Subsistence for Indirect Salary Costs	€ 700	
Office/Administration/Establishment Costs	€ 51,961		+€41,568.64	Office/Administration/Establishment Costs	€ 93,530	
Financial/Professional Fees/Staff Training/Other Costs	€ 5,459			Financial/Professional Fees/Staff Training/Other Costs	€ 5,459	
Total Administration Costs	€ 212,349	25.00%		Total Administration Costs	€ 212,349	25.00%
Goal 1 Non-Salary Costs	€ 66,370			Goal 1 Non-Salary Costs	€ 66,370	
Goal 1 Direct Salary Costs	€ 188,449			Goal 1 Direct Salary Costs	€ 188,449	
Goal 1 Total Costs	€ 254,819	40.00%		Goal 1 Total Costs	€ 254,819	40.00%
Goal 2 Non-Salary Costs	€ 88,823			Goal 2 Non-Salary Costs	€ 88,823	
Goal 2 Direct Salary Costs	€ 293,402			Goal 2 Direct Salary Costs	€ 293,402	
Goal 2 Total Costs	€ 382,226	60.00%		Goal 2 Total Costs	€ 382,226	60.00%
Total Actions Cost	€ 637,045			Total Actions Cost	€ 637,045	
Overall Costs	€ 849,393			Overall Costs	€ 849,393	
Subcontractor costs do not exceed 30% of annual budget	<input checked="" type="checkbox"/>			Subcontractor costs do not exceed 30% of annual budget	<input checked="" type="checkbox"/>	
Total Grant costs do not exceed 7.5% of total action costs	<input checked="" type="checkbox"/>			Total Grant costs do not exceed 7.5% of total action costs	<input checked="" type="checkbox"/>	

All salary changed as above findings were proposed by **Cllr. Paschal McEvoy**, seconded by **Cllr John King**.

(d) SICAP 2024 + Tender

In addition to carrying out the Mid-Year review the SICAP sub-committee convened to consider the SICAP 2024-2028 programme. Following Pobal guidance the sub-committee were called upon to approve:

- 2024 Key Performance Indicators
- Local Priority Target Groups

The following was agreed:

Contract Area no.	KPI 1 (groups)	KPI 2 (individuals)
Laos 8-1	32	380

Local Priority Target Group	
LPTG 1	People living in Communities impacted by disadvantage
LPTG 2 (optional)	People living in jobless households or households where the primary income source is low paid and/or precarious

(e) SICAP 2024+ Tender

Ms. Pamela Tynan, A/Chief Officer noted that on Monday 17th July Laois LCDC published the Request for Tender (RFT). The Tender sets out the requirements for Framework Membership, as well as the requirements for delivery of SICAP services in 2024-2028, including legal / contractual terms (as laid out in the Framework Agreement and SICAP Call Off Contract), the SICAP 2024- 2028 programme aim, target groups, goals, objectives, outcomes, core areas of work and thematic focus areas (as laid out in the Programme Framework), as well as Key Performance Indicator targets and Local Priority Target Groups specific to this competition, which should be prioritised by tenderers. In addition, Pobal advised of the Structure of Contract Area/Lot budgets for the period 2024-2028 being:

Maximum Framework Budget	€5,950,113
Total SICAP Off Contract Budgets	€4,473,161
SICAP 2024 Budget Estimates	€715,706

Closing date for receipt of tenders is Friday 8th September 2023 at 12:00 noon.

5. Healthy Ireland

The 2022-2025 Grant agreement between Pobal and Laois County Council was issued on the 26th of June 2023 for a total amount of €198,122.42, being approved by the HI subcommittee and returned by the A/Chief Officer as Primary Authorised User on behalf on Laois LCDC via the HI portal.

This is comprised of the following:

BUDGET						
Name	Outcome	Cost Category	Year 1	Year 2	Year 3	Total
2022 Budget 01st June 2022– 31st December 2022						€40,000.00
773040C/HIF/HIFR4/001/Apple/001	Decrease in no. of people showing negative mental health as per Mental Health Index-5 over past 4 weeks	Project Cost	€ 38,029.99	€ 20,000.00	€ 20,000.00	€ 78,029.99
773040C/HIF/HIFR4/001/Apple/002	Decrease in no. of adults who are overweight or obese	Project Cost	€ 40,092.43	€ 20,000.00	€ 20,000.00	€ 80,092.43
Totals			€ 78,122.42	€ 40,000.00	€ 40,000.00	€198,122.42

MS. Pamela Tynan, A/Chief Officer advised a once-off payment of €3,122.42 has been added to the 2023 programme budget in recognition of inflationary cost increases and the impact of these on the cost of delivering the services. This is included above.

An additional €2,070 has been received relating to Merchandise and Social Media Provision. This is funded separately and does not form part of the above agreement and is in addition to the above.

Service Level Agreements are being finalised and funding will be released upon return of same and 2023 Programmes can commence with no changes to the Healthy Laois 2023-2025 Strategy.

6. Local Economic & Community Plan (LECP)**Objectives and Actions**

Ms. Pamela Tynan, A/Chief Officer advised that Stakeholder consultation on the development of objectives and actions has commenced. All stakeholders have been contacted directly and asked for feedback on the development of objectives and actions based on the 10 High Level Goals with one-to-one stakeholder engagement meetings being undertaken.

7. Local Development Strategy (LDS)

Ms. Pamela Tynan, A/Chief Officer advised the Local Development Strategy was submitted on Friday 14th July following approval from the LDS sub-committee. At the meeting of 31st May the LCDC delegated all decision making powers on the adoption of the Local Development Strategy to the LDS sub-committee.

The LDS sub-committee convened on 29th June where the LDS was presented to members for their consideration. The committee convened again on the 5th July where the LDS was approved in full.

Attached herewith please see the full LDS for your attention and retrospective approval.

The Laois LCDC LDS was proposed by **Mr. John Mulholland**, seconded by **Ms. Joan Bolger**.

8. Any Other Business

(a) Vacant Seats

As a result of the rotation of Mr. Clive Davis's position on the LCDC, one position on the SICAP subcommittee has become available. Nominations from members will be sought to fill this position.


- **SICAP Sub Committee**

Nominee: Ray Harte

Proposed: Joan Bolger

Seconded: John Mulholland

This concluded the business of the meeting.

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SIGNED: _____ DATE: Wednesday 27th September 2023.
Mr. Joe Thompson
CHAIRPERSON – LAOIS LCDC