

Kildare Local Community Development Committee

Minutes of Meeting

Held at 10:00 am on Wednesday 30th September 2015

At Áras Chill Dara, Naas

STRICTLY CONFIDENTIAL

Members in Attendance:

Statutory	Non-Statutory
Local Government Elected Members Cllr. Fintan Brett Cllr. Mark Wall Cllr. Suzanne Doyle	Local Community Interests Dermot O'Donnell, Vice-Chairperson, C&VF Mary Waters, IFA David Walsh, An Taisce Pat Doyle, CEO, Peter McVerry Trust Sarah Shakespeare, Manager, Teach Dara Allan Shine, CEO, North Kildare Chamber
Local Government Officials Mary Foley, A/Head Local Enterprise Office	
State Agencies David Walsh, Chief Officer, HSE Sean Ashe, Chief Executive, KWETB Trish Finlay, Area Manager, Tusla	

Also in Attendance: Peter Minnock (Chief Officer LCDC); Susan Bookle (Co-ordinator LCDC); Marie Kane (Administrator LCDC); Lorcan Griffin (KCC); Patrician O'Brien (Chair, CKLP)

Apologies: Peter Carey (LCDC Chairperson & Chief Executive KCC) Lisa Baggott (Co-ordinator SWRDATF); Christy Lynch (CEO KARE); Anthony Egan (Chairperson, C&VF)

It was agreed that Sean Ashe would Chair the meeting in the absence of Peter Carey.

1. Minutes & Matters Arising from the Minutes

A. Minutes

- The minutes of 8th July 2015 were approved and adopted. They were proposed by Allan Shine and seconded by Cllr. Brett. Susan Bookle indicated that Christy Lynch has been absent from the last few meetings due to conflicting Wednesday meetings. Susan said she met him recently and he has inputted into the LECP and he expects to be available for the November meeting.

B. Matters Arising from Minutes 8th July 2015

Item	Update	Action
Meeting with National Office for Suicide Prevention	Following the last meeting, Peter Minnock wrote to Gerry Raleigh requesting a meeting which will take place following today's meeting. David Walsh (HSE) and Susan Bookle will also attend.	<i>Peter Minnock to update the LCDC on the outcome of the meeting with Gerry Raleigh, NOSP.</i>
Meeting with Gordon Jeyes, CEO, Tusla, Child & Family Agency	The LCDC are keen to ensure that a meeting takes place with Gordon Jeyes. Trish Finlay has taken on to organise it and this will remain on the agenda.	<i>Trish Finlay to follow up to arrange meeting</i>
Meeting with Tony Bates, Headstrong	Trish Finlay said she and Carol Cuffe (Area Manager HSE) wrote to Tony Bates from Headstrong requesting a meeting in relation to the allocation of Jigsaw into Kildare. Trish said a proposal to establish at least 2 Jigsaw programmes in the county is being made. Trish said strong interagency work is a key factor when deciding if Jigsaw is introduced into an area. She said she welcomed the support of the LCDC when the meeting takes place.	<i>Trish Finlay will link in with Peter Minnock when she has a date for the meeting with Tony Bates. Peter agreed to attend the meeting on behalf of the LCDC</i>
Peter McVerry Out of Hours Service for the Homeless	Pat Doyle outlined that the Peter McVerry Trust have just introduced an out of hours service in Kildare for homeless people (5pm – 9pm Mon/Fri and 12pm-5pm Sat/Sun). It's an advice and information service and all information is logged on the system so KCC staff can access the following morning. Peter Minnock said this is a very positive multi-agency approach and has come about as a direct result of the LCDC. Cllr. Mark Wall welcomed the new homelessness initiative and requested that the LCDC be kept informed of usage stats of the service.	<i>Marie Kane to circulate information in relation out of hours service to LCDC members</i> <i>Pat Doyle to provide stats on usage of new service</i>
Tusla After Care Service	Pat Doyle will be meeting Trish Finlay next week to discuss how the Peter McVerry Trust can support Tusla in their after care services in Kildare to steer young people away from homelessness. Pat said they hope to have three aftercare places for Kildare by Christmas. Trish added that Tusla have moved some of their staff into aftercare support which is new and they plan to work with Pat Doyle's team.	<i>Pat and Trish to provide an update at the November LCDC meeting</i>

2. Correspondence

A letter was received on 28th September from Paul Croghan, Secretary of County Kildare Leader Partnership informing the LCDC that Chris Byrne has stepped down as Chairperson of CKLP. CKLP are requesting that they retain a seat on the LCDC and nominated their new Chairperson Patricia O'Brien. It was agreed that Patricia O'Brien would be the new representative for CKLP on the LCDC. The agreement was proposed by Cllr. Wall and seconded by Dermot O'Donnell. Sean Ashe welcomed Patricia to the meeting and wished her well in her new role as Chair of CKLP.

Sean Ashe said he would like to extend his gratitude and good wishes to Chris Byrne on behalf of the LCDC and asked Peter Minnock to write to him on behalf of the LCDC.

3. Social Inclusion & Community Activation Programme (SICAP) Update

Pat Doyle, Chairperson of LCDC SICAP Subgroup circulated a SICAP progress report to LCDC members in advance of the meeting (Appendix 1). Pat gave an overview of the report which referred to the SICAP mid-term review process. Pat said there are a number of factors affecting targets not being met but it is very important that the targets set for 2015 are reached as they will inform resource allocation on an annual basis. Pat added that it is recognised that the contract agreed and the IRIS system are not fully compatible, and that national protocols that were assumed to be in place have not been enacted. These factors impact on progress at local level and have been highlighted to Pobal and the Department.

Discussion following SICAP Update	Action
<p>A discussion ensued in relation to the importance of quality and achieving the maximum benefits from SICAP. Sarah Shakespeare raised concerns in relation to a number of SICAP courses she was aware of that went ahead with only 2/3 participants. She stressed that SICAP shouldn't just be about ticking boxes on IRIS and there needs to be a lot of emphasis on programme quality for the roll out in 2016/17.</p> <p>Susan Bookle agreed with Sarah but added that it has been a very difficult process and hasn't been helped by the rushed nature of national decisions. She said the lack of national protocols is a serious issue and clarifying Pobal's role in the process can be confusing.</p>	<p><i>Pat Doyle said the subgroup have agreed with CKLP that they will include a narrative in their SICAP progress report in relation to the non-measurable actions. This will give a clearer picture of the qualitative work that's taking place.</i></p> <p><i>Pat said it is still early days on SICAP but it is very important that planning for 2016 commences in a timely manner that enables the LCDC to input into the priorities and that CKLP can build on the work commenced in 2015.</i></p>

<p>Pat Doyle asked the LCDC if they had any comments on the report and if they approved the SICAP Mid-term review. Pat also said that the LCDC might need to meet again before the November meeting to discuss the SICAP 2016 plan.</p> <p>Pat Doyle said CKLP sent a request for approval to the subgroup for the provision of transport from Kildare to Newbridge for an element of the Mojo Programme. The SICAP Subgroup agreed that the transport costs would be covered under SICAP.</p>	<p>Clarification on planning for 2016 has been requested from Pobal on a number of occasions and will continue to be sought by the Subgroup.</p> <p>LCDC members confirmed their approval of the SICAP Mid-term review and agreed that comprehensive planning for 2016 was critical to the success of the programme.</p> <p>Peter Minnock to inform members if an additional LCDC meeting is required before November in relation to SICAP 2016.</p> <p>It was agreed by LCDC members that support for transport costs for Mojo should be covered under the SICAP programme.</p>
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Peter Minnock said Kildare LCDC are the first to establish a SICAP subgroup and he's pleased it's working well. He thanked Pat Doyle and Trish Finlay for their involvement on the subgroup.

4. Rural Development LEADER Programme Update

David Walsh (HSE) Chairperson of the LCDC RDP subgroup gave a report on progress on behalf of the subgroup. The main points raised were as follows;

Discussion following RDP Update	Action
<p>David said the results of the Expression of Interest were announced just after the last LCDC meeting in July. Confirmation was received that the EOI was successful and Kildare was through to Phase 2.</p> <p>Phase 2 involves the development and submission of a Local Development Strategy. There is a six-month timeframe to submit the strategy (up to Jan 2016). A draft LDS can be submitted to the Department beforehand to receive feedback and guidance and David said it was agreed at the last subgroup meeting that Kildare would submit a draft to the Dept. on 23rd October. David said</p>	<p>Kildare through to Phase 2 of Rural Development LEADER Programme 2015-2020.</p> <p>A draft Local Development Strategy will be submitted to the Dept. by 23rd October. The subgroup will review the draft in advance of the next subgroup meeting on 15th</p>

<p>the subgroup will review the draft from CKLP and meet again on 15th October with final comments. He added that the Department's position is that the LDS needs to be of a very high quality or it's liable not to go through.</p> <p>David discussed the formation of a LAG (local action group) for the RDP and said draft operating rules have just been received from the Department which will provide guidance. It is expected that the LAG will include LCDC members, CKLP board members and other independent members – the LAG will be supported by an independent evaluation committee. The subgroup expect to review a draft LAG discussion document from CKLP at their meeting on 15th October.</p> <p>It was agreed that LAG members will have to be well informed and clear about their role and responsibility. It was also agreed that it would be useful to link in with other counties to learn about how they are forming their LAGs.</p>	<p><i>October. The final draft will be circulated to LCDC members.</i></p> <p><i>It was agreed that Peter Minnock would present a LAG briefing document which reflects Dept. guidelines to the next LCDC meeting in November.</i></p>
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Peter Minnock thanked David Walsh for the update and also Mary Waters and Cllr. Wall for their involvement on the subgroup.

5. Local Economic and Community Plan Consultation

Susan welcomed Lorcan Griffin (Lead on economic side of LECP) to the consultation session and made a presentation on progress to date. Susan said they have the 12 themes for the plan and are now starting to look at the practicalities of key objectives and actions over a 12/18 month period. Susan and Lorcan invited the members to break into small groups and review the themes under the following headings:

1. In six years what outcomes do you want to see achieved?
2. What work is taking place to reach these outcomes that should be included in the LECP? (who is leading/supporting)
3. What work needs to commence? (how should this progress)

Sean Ashe said the feedback from this LECP session would be circulated to members. Sean said the focus needs to be on the key challenges within the county and how they are addressed collectively.

Susan and Lorcan thanked the members for their engagement and said their contribution is invaluable. They said if anyone has any further thoughts after the meeting to contact them.

6. Any other business

- Sean Ashe highlighted the challenges for key agencies to deliver short/long term solutions for the direct provision programme in south Kildare and children of international staff in large multinationals in north Kildare. In addition increasing numbers of refugees will be accommodated in Ireland. It was agreed that Sean Ashe, David Walsh (HSE) and Trish Finlay would meet in the coming weeks to work together and come up with more integrated long term solutions. Trish Finlay added that it may be of assistance to have a Dept. of Justice representative at the meeting to provide an update for the agencies.
- **Mojo**
 - Sarah gave an update on Mojo and said it was into its third week and running really well. Sarah added that a 'mini mojo' would take place to keep those applicants that didn't get onto the full programme engaged.
 - Susan said she would circulate an update to LCDC members from the Mojo Manager, Niamh Keaveney. Susan added that Mojo had received a commitment from the Dept. for half the funding for Programme 2. Mojo has already had queries from Kilcock and Celbridge for further roll out. Susan said the funding post the pilot requires consideration. LCDC members who are funders may be required to meet to discuss funding. This was agreed.

7. Date, time and venue for next meeting 2015

Wed 25th Nov 10.00am – 12.00pm

SICAP sub group report September 2015

Appendix 1

The Pobal liaison support Ian McCormack, met with the Chief Officer and LCDC Co-ordinator on August 6th. He was invited to attend the SICAP sub group meeting on September 2nd. This afforded an opportunity to all to discuss progress and issues particularly pertaining to the data collection system IRIS. This meeting was held in CKLP and provided an opportunity after the meeting to meet with CKLP SICAP staff.

SICAP Mid-Term Review

1. Purpose

The purpose of the mid-term review is to review and assess the Programme Implementer's (CKLP) performance at the mid-point of the contract. The review looks at the achievement of targets and actions, expenditure, data quality and other elements of programme delivery.

The purpose of the mid-term review is not to apply any sanctions or remedies but to identify where additional assistance is needed. No sanctions can be applied at the mid-term review stage.

The review focuses on five areas

- A. Achievement of mid-term targets
- B. Adherence to budget parameters
- C. Additional programme delivery considerations (a) valid certificates of insurance and b) up to date tax clearance certificate
- D. Pobal parallel review
- E. Overall assessment.

2. Process

An online data collection system IRIS is in place nationally. CKLP inputted data in line with the deadline of 14th of September.

The SICAP sub group met on 18th September to review the data, in line with guidance received from Pobal.

A meeting was held between the SICAP sub group on 23rd of September with CKLP. The mid-term review was discussed. The following assessment is based on the outcomes of these meetings and a report submitted by POBAL.

3. Review outcomes

A. Achievement of mid-term targets

It was identified that the targets inputted on the IRIS system, are the original targets outlined for Kildare by the Department (Lot targets) as opposed to the targets submitted by CKLP in their tender which forms the basis of the contract. In all instances the Lot targets are lower than the contract targets. It has been clarified that the LCDC can input the contract targets on the IRIS system. This will ensure compliance with the tender contract.

There are 15 headline indicators, two of which have midterm KPI targets set. These have not been met by CKLP. However, they are both in excess of the 40% year-end target. The overall achievement of the 15 headline targets at this mid-point stage have not been met at the minimum 40% rate. Even taking seasonal factors into consideration, the headline targets fall short of the minimum levels and are at 38% %

The following is outlined as the response by CKLP which formed the basis of the discussion on the 18th:

- The IRIS system does not capture all of the work that is taking place by CKLP. This work was agreed as part of the tender contract. However, it was not known at this point that the system would not enable CKLP to capture some elements of their work as part of the targets.
- The initial tender targets were based on an understanding that Department of Social Protection protocols were agreed nationally to refer DSP clients to SICAP. This is not in place, and therefore is impacting on targets and reaching DSP clients who are a key target of SICAP.
- The system only allows for targets to be registered when two interventions are made. In many instances, as per the contract, CKLP actively works to refer clients to accredited programmes and courses. This work cannot be inputted
- The level of information/data required is extensive and was not known by CKLP until recently. An example is work to support progression of clients to work, requires information on the hourly rate of pay received. Gathering this information retrospectively is challenging.

It was agreed that:

- Reaching the targets set is of paramount importance to fulfil the contract and to maintain SICAP funding for the county.
- CKLP are confident that across the majority of indicators targets set can be reached
- However, challenges will remaining in reaching the targets in relation to educational supports (as referrals cannot be counted)
- The absence of protocols nationally with DSP is impacting more generally on referrals to CKLP. However local meetings have taken place which will provide a localised solution
- The IRIS system needs to be enabled to capture work agreed in the contract. This requires system changes at national level.
- An additional column outlining work carried out that cannot currently be counted on the IRIS system will be provided by CKLP. This enables greater levels of detail of progress and issues experienced.

B. Adherence to budget parameters

The budget spent across administration, goals 1-3 and all information inputted is in line with the contract agreement. The funding spent to date is in line with the costs allocated to each goal.

Pobal did not raise any concern in relation to finances. CKLP are confident the 2015 budget will be spent.

C. Additional programme delivery considerations

Valid certificates of insurance and an up to date tax clearance certificate are in place.

D. Pobal parallel review

While Pobal provided a review, it is based on different parameters to the LCDC review. This review focussed on how complete the data inputting was and the quality of data received. Pobal would not indicate whether their assessment across the four areas outlined in their report was poor, fair or good. Pobal recommended that we outline that the headline targets had not been met and some data was missing on the caseload.

Overall Assessment

The overall assessment by the SICAP Sub group is that this programme is exceptionally important for the county. It targets the most vulnerable, disadvantaged individuals and communities. It was indicated at the outset that the targets will inform resource allocation on a yearly basis. Therefore, it is very important that targets set are reached. It is recognised that the contract agreed and the IRIS system is not fully compatible, and that national protocols that were assumed to be in place have not been enacted. These factors impact on progress at local level.

There is a need for CKLP to fully focus on reaching the targets set in their contract document. While there is an appreciation that this is challenging, Kildare cannot afford a reduction in resources for the most excluded in the county. In addition, the LCDC must support CKLP fully in their work, and offer full support to a) work to highlight issues/blocks and challenges to their work at national level and b) work practically to support CKLP to progress their plan for 2015.

Clarification has been sought from POBAL on a number of occasions in recent weeks, in relation to planning for 2016. This is not yet clear. However, it is imperative that planning for the SICAP plan 2016, commences in a timely manner that enables the LCDC to input into the priorities and CKLP to build on work commenced in 2015.

LCDC Attendance2014/2015

Name	Organisation	May	June	July	Sept	Oct	Nov	Dec	Feb	Mar	May	July	Sept
Local Govt. Members													
Cllr. Mark Wall	Public Rep.	✓	✓	✓	✓	✓	✓	AP	✓	✓	X	X	✓
Cllr. Suzanne Doyle	Public Rep.	✓	✓	✓	✓	✓	✓	AP	✓	X	AP	X	✓
Cllr. Padraig McEvoy	Public Rep.	✓	Resigned										
Cllr. Fintan Brett	Public Rep.		X	✓	✓	✓	✓	AP	✓	✓	✓	✓	✓
Local Government Officials													
Eamon O'Sullivan	KCC	✓	✓	✓	Resigned								
Peter Carey	KCC				✓	✓	AP	✓	✓	✓	✓	AP	AP
Mary Fitzpatrick/Mary Foley	LEO	AP	✓	✓	AP	X	✓	AP	AP	X	✓	AP	✓
State Agencies													
David Walsh	HSE	AP	AP	✓	X	✓	✓	✓	✓	✓	✓	AP	✓
Patricia Finlay	Tusla	✓	✓	✓	✓	✓	✓	✓	✓	AP	✓	AP	✓
Sean Ashe	KWETB	✓	✓	AP	AP	✓	✓	✓	✓	✓	✓	✓	✓
Partnership Company													
Chris Byrne	CKLP	AP	✓	✓	AP	✓	✓	AP	✓	✓	AP	X	Resigned
Patricia O'Brien	CKLP												✓
Local Community Interests													
Allan Shine	NthK Chamber	✓	✓	✓	✓	✓	✓	✓	✓	✓	AP	✓	✓
Anthony Egan	C&VF	✓	✓	✓	✓	AP	✓	✓	✓	✓	✓	X	AP
Christy Lynch	KARE	AP	✓	✓	✓	AP	✓	✓	AP	✓	AP	X	AP
David Walsh	An Taisce	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓
Dermot O'Donnell	C&VF	✓	✓	✓	AP	AP	AP	✓	AP	X	X	AP	✓
Mary Waters	IFA	✓	AP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pat Doyle	McVerry Trust	✓	✓	AP	✓	AP	✓	✓	✓	AP	✓	AP	✓
Sarah Shakespeare	Teach Dara	✓	✓	✓	AP	✓	AP	✓	✓	AP	✓	✓	✓
Lisa Baggott	SWRDTF				✓	✓	AP	✓	✓	✓	AP	✓	AP
Chief Officer													
Peter Minnock	KCC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
LCDC Staff													
Susan Bookle	LCDC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Marie Kane	LCDC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

