

Kildare Local Action Group

Minutes

Held at 11:00 am on Wednesday 5th July 2017

At Áras Chill Dara, Naas

STRICTLY CONFIDENTIAL

Members in Attendance:

Statutory	Non-Statutory
<p>Local Government Elected Members Cllr. Fintan Brett</p> <p>Local Government Officials Peter Carey, LCDC Chairperson & Chief Executive KCC</p> <p>State Agencies Eoghan Ryan, Principal Officer, DSP David Walsh, Chief Officer, HSE Trish Finlay, Service Director, Tusla</p>	<p>Partnership Companies Patricia O’Brien, Chairperson CKLP</p> <p>Local Community Interests David Walsh, An Taisce Anthony Egan, Chair, C&VF Lisa Baggott, Co-ordinator SWRDATF Pat Doyle, CEO, Peter McVerry Trust Mary Waters, IFA Dermot O’Donnell, Vice Chair, C&VF Sarah Shakespeare, Manager, Teach Dara Allan Shine, CEO, County Kildare Chamber</p>

Also in Attendance: Sonya Kavanagh (Chief Officer LCDC); Susan Bookle (Co-ordinator LCDC); Marie Kane (Administrator LCDC)

Apologies: Sean Ashe (CE KWETB); Jacqui McNabb (Head LEO); Cllr. Suzanne Doyle; Cllr. Mark Wall

Sonya Kavanagh opened the meeting and asked for all LAG members to sign the Conflict of Interest Declaration form circulated at the meeting. Marie Kane agreed to contact the LAG members not in attendance to sign the form.

1. Minutes and Matters Arising

The minutes from the LAG meeting on 24th May 2017 were approved and adopted by the LAG members on the proposal of Pat Doyle and seconded by Lisa Baggott.

Under AOB at the LAG meeting on 24th May it was stated that *Dermot O’Donnell* outlined that he has resigned from the CKLP board – this should have read “*David Walsh (An Taisce).*”

2. Rural Subgroup Update

David Walsh (HSE), Chair of the Rural Development Subgroup gave an update on progress to date. David outlined that Helen Mulhall (former CKLP SICAP Evaluation & Monitoring Officer) has been appointed as the new RDP Project Development Office for LEADER. Interviews for the RDP Administrator post were held on 27th June and an appointment is expected soon.

The RDP Subgroup met on the 29th June and the main programme updates are as follows:

Item	Update	Action
Joint protocol LEO, LAG and CKLP	The protocol was circulated in advance to the LAG to review (it was already signed by LEO and CKLP). Peter Carey said it was a very logical approach to the process and recommended it to the LAG for sign off.	<i>It was agreed by LAG members that Sonya Kavanagh as Chief Officer would sign the joint protocol on behalf of the LAG.</i>
Tourism Call	A number of workshops in Application Process, Business Plans, and Procurement have been held for those 45 EOIs deemed eligible in May/June with further Business Planning and Procurement workshops planned in July. The deadline for submission of applications is 2 nd August. It is expected that a number of EOIs eligible will not apply.	
Enterprise Development & Renewable Energy Call	24 EOIs deemed eligible have been invited to attend the workshops for the above themes. The deadline for full applications is 4 th September.	
Action points arising from LEADER Forum on 17th May	Susan Bookle attended the Forum on behalf of the LAG which was facilitated by Minister Humphries. The Dept. committed to implementing a number of points raised at the Forum and are currently revising the LEADER operating rules. The Action Points document was circulated to the LAG in advance of today's meeting. Actions in the document to be highlighted to the LAG were outlined by David Walsh as follows:	
Action 8 - EOIs	<i>The LAG/IP has the option of directly recording EOIs on the LEADER IT if they so wish, rather than requiring the promoter to complete the EOI form. All EOIs must continue to be recorded on the IT system.</i> The RDP Subgroup recommended to continue with the current EOI process as is. It was agreed to highlight and record this decision at the LAG meeting	<i>LAG members unanimously agreed to continue with the current EOI process as is.</i>

<p>Action 9 – Targeted Calls</p>	<p><i>The requirement to have a minimum percentage of targeted calls will be removed to provide greater flexibility at LAG level to decide the best approach in each case. However LAGs will be required to undertake at least 1 targeted call each year.</i></p> <p>It was agreed and recommended at the RDP Subgroup meeting to review this for 2018 at a later stage.</p>	<p>LAG members unanimously agreed to review this rule for targeted calls for 2018 at a later stage.</p>
<p>Action 18 – Procurement</p>	<p><i>The Operating Rules will be revised to allow for provisional approval of projects based on estimated costs for QS/Qualified expert and subject to full procurement. The choice as to whether to allow provisional approval, and the types of projects to which it will apply, will be a matter for decision by each LAG.</i></p> <p>Susan and Brian Kelly agreed at the RDP Subgroup meeting to check out what other LAGs have decided to do in relation to procurement rules.</p> <p>Fingal, Wicklow, Kilkenny and Wexford are all at the same stage and the feedback is that they will adopt the suggestion of provisional approval based on costs from a QS. Brian Kelly recommended to allow for provisional approval subject to estimated costs from a QS/qualified expert for capital projects over €25,000. David Walsh (HSE) said he agreed that this approach should be adopted.</p>	<p>LAG members agreed to allow for provisional approval of capital projects subject to estimated costs from a QS/qualified expert being over €25,000. The agreement was proposed by Eoghan Ryan and seconded by Dermot O’Donnell.</p>
<p>Evaluation Committee Panel</p>	<p>David thanked those LAG members who had responded with suggestions for membership of the Evaluation committee. The RDP Subgroup discussed a draft proposal for the establishment of the Evaluation Committee.</p> <p>A draft proposed panel was circulated at the meeting. Peter Carey commented that there was a good mix of experience and skill proposed. LAG members were asked to treat the proposed list as confidential and to feed back on proposed names and provide any recommendations to Sonya Kavanagh or David Walsh by 7th July.</p> <p>Dermot O’Donnell questioned the model of selection and a discussion ensued in relation to the best approach to take.</p> <p>Allan Shine requested that nominees are contacted in advance of the proposed panel members being contacted.</p> <p>It was proposed that Sonya Kavanagh and David Walsh would jointly invite people to join the evaluation committee.</p>	<p>LAG members agreed to feed back on the proposed panel to Sonya Kavanagh/David Walsh by the 7th July.</p> <p>Sonya Kavanagh and David Walsh will finalise the committee and invitations will then be sent to the proposed panel members jointly.</p> <p>The LAG agreed that nominees will be contacted in advance of any approach to proposed panel members.</p> <p>LAG members agreed to setting up a single panel to include all areas of</p>

	<p>The quorum for the evaluation committee needs to be agreed.</p> <p>A decision needs to be made in relation to who will service the Evaluation Committee – CKLP IP or LAG? Susan outlined that the majority of other LAGs have their evaluation committees established. These can be learnt from to establish systems in relation to best practice for servicing committees with paperwork in advance etc. In other counties the implementing partner support and service the Evaluation Committee. It was agreed that this should now be considered in Kildare.</p> <p>A discussion took place in relation to having a single panel to include all areas of expertise or a core panel calling upon expertise as required. It was agreed that one overall panel is the best option.</p>	<p><i>expertise.</i></p> <p><i>The Evaluation Committee members need to be made fully aware of the level of commitment required and training will be made available to them in early September.</i></p>
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Peter Carey thanked David Walsh and members of the RDP Subgroup and said he welcomed the progress that has been made to date.

3. Date of Next Meeting

The next LAG meeting is on Wednesday 27th September 2017 11.00am – 12.00pm