**Minutes of Meeting of Cavan Local Community Development Committee**

**Date: 29th March 2018**

**Time: 3.30pm**

**Location: Council Chamber**

**Present:**

**Statutory**

Mr Tommy Ryan (Chief Executive, CCC), Cllr Paddy O’Reilly (Elected Member), Cllr Paddy McDonald (Elected Member), Ms Marcella Rudden (Head of LEO), Ms Carmel Denning (DSP).

**Private Sector Interests**

Mr Jim Maguire (Breffni Integrated Ltd.), Ms Olive Hannigan (Social Inclusion Interests), Mr Fintan McCabe (Environmental Interests), Mr Seamus McGrath (Disability Interests), Ms Ada Vance (Women’s Issues), Ms Catherine McCollum (Agricultural and Farming Interests).

**Apologies**

**Statutory:**

Cllr Clifford Kelly (Elected Member), Ms Mary Rose Smith (HSE).

**Private:**

Mr Jim Reilly (C&V Interests), Mr Gerry McDonagh (Cavan & Cootehill Chamber).

**In attendance:** Mr John Donohoe (Chief Officer), Dr Emer Coveney (Cavan County Council), Ms Marianne McDermott (Cavan County Council), Ms Jane Crudden (Cavan County Council), Mr Terry Hyland (Implementing Partner), Mr Robert Wilson (Employability Services).

The Chair (Mr Fintan McCabe) opened the meeting and read out the apologies.

1. **Minutes of previous meeting**

Minutes of previous meeting were adopted on the proposal of Ms Carmel Denning, seconded by Mr Seamus McGrath.

1. **Matters Arising**

There were no matters arising.

1. **Conflicts of Interest**

The Chair reminded people of their responsibilities under conflict of interests.

1. **Peace IV Update**

Ms Jane Crudden gave an update on Peace IV. Out of the six applications which were sent on to SEUPB four have been confirmed as eligible.

1. Killeshandra Community Council (€15,430). The proposed location at Rath church graveyard is not suitable for the monument.  A new suitable location is to be located and agreed prior to the Letter of Offer (LOO) being issued.

2. Drumgoon Hill Graveyard Maintenance (€72,438). Procurement for Queens University will have to be approved by SEUPB prior to CCC issuing a LOO.

3. County Cavan Cricket Club (€10,015). It is recommended for the Cavan Cricket Club project, that a cross-community engagement target is agreed at the outset of the project.

4. Killinkere Gaelic Football Club (€22,100). Phase 2 of this proposal will be extended to ensure all participants engage for the minimum 26 hours contact time.

A Letter of Offer will issue shortly to these four applicants. Minor information has been requested for the other two applicants. It is hoped to have these approved for the next LCDC meeting. 18 further applications have been received which need to be assessed by the assessment committee. These assessments will be discussed at the next LCDC meeting.

Comhairle na nOg Update

Comhairle na nÓg won an award for their Pop-Up Gaeltacht at the LAMA All-Ireland Community and Council Awards in February.

1. **Employability Services presentation**

Mr. Robert Wilson from Employability Services gave a presentation on their work. Employability is a nationwide service that provides employment support for people with a health condition, injury, illness or disability and a recruitment advice service for the business community. They are funded by the Department of Employment Affairs and Social Protection. They are operating since 2013.

They support people through the process of the job search and can also help people back to education. There are four facilitators assigned to County Cavan. There will potentially be a new team member in a few months. This will be a specialist job coach for people with severe mental health conditions.

Mr Seamus McGrath felt that the problem with the service is that employers are unaware it exists.

Ms Carmel Denning spoke about DSP and that they have an employer liaison person who promotes the employability service. Jobseekers are also referred to employability. There is a need to work more with HR Managers.

Mr Robert Wilson confirmed that Employability Services also link in with the ETB. If employers are looking for a particular skill Employability Services try to upskill clients to fit the needs.

Ms Marcella Rudden suggested linking in with employers who have used the service and having them as ambassadors for the programme. Ms Rudden felt that employers would need one to one induction training when matching a client to the workplace. Or if there are 5 or 6 employers taking on someone then they could avail of the training together. There should also be training for other staff members.

Mr Robert Wilson agreed and said that Employability should advertise more to employers.

The Chair thanked Mr Wilson for his presentation. This programme is at an early stage. It is hoped to link in with the service again in the future.

1. **SICAP Programme Audit**

The Chief Officer reported that auditors from the Local Government Audit Service recently completed an audit of the SICAP programme in Cavan. They spent time in the offices of both Cavan County Council and Breffni Integrated.

The auditors recommended that the Chief Officer should have written formally to the LCDC regarding the findings of a verification check conducted by Cavan County Council. We accepted this recommendation and will bring any further checks to the LCDC. The Chief Officer explained that there were no material issues identified in the course of these verification checks and we conveyed that to Breffni Integrated at the time.

The Chief Officer noted that of 8 local authorities that were audited, we were the only one to have carried out a verification check. The auditors asked Cavan if they could use their verification document as a template.

Mr Terry Hyland presented the audit findings on Breffni Integrated and circulated a handout with a number of recommendations and Breffni Integrated’s responses.

On the issue of the apportionment of the CEO’s salary, Breffni Integrated had followed the LEADER procedures manual. Staff timesheets could not be located due to the untimely passing of the CEO. Staff timesheets will not be required in the new programme unless staff are working on more than one programme.

There was an item of ineligible expenditure identified. The Chief Officer will respond to Breffni Integrated about the procedure regarding this item of spend.

Ms Carmel Denning noted that many of the points raised were easily clarified and could have been addressed at an end of audit meeting. Mr Terry Hyland clarified that the end of audit meeting did not take place. Ada Vance commented that it was good for the community sector to know that things are being watched and that Cavan is seen as having a good standard.

1. **LCDC Annual Report**

The Chair spoke about the 2017 LCDC annual report which was circulated to all of the members in advance of the meeting. The report follows a prescribed format as set down by the Department. 2017 was a successful year for the LCDC. A lot was achieved.

As per Section 128B of Local Government Reform Act the annual report has to be adopted by the members of the LCDC. It then has to go on to the elected members to be ratified. Once it is ratified it can be circulated to a wider audience. The report was adopted on the proposal of Ms Marcella Rudden, seconded by Mr Jim Maguire.

1. **A.O.B.**

The Chief Officer spoke about the Healthy Ireland programme. Healthy Ireland phase 1 programme of activity has now been extended for three months. Cavan have availed of the extension. It is expected that an announcement of phase 2 will occur over the next few months.

A draft version of the LECP newsletter was circulated at the meeting for comments. This incorporates news items from both the Community Plan and the Economic Plan. A Healthy Cavan insert will also be included with the LECP newsletter for circulation.

The Chief Officer thanked Ms Emer Coveney and Ms Marianne McDermott for their work on both the annual report and the newsletter.

**Date and time of next meeting**

The next meeting will be held on Thursday 26th April 2018 at 3.30pm in the Council Chamber, The Courthouse, Farnham Street, Cavan.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairman