

Local Community Development Committee (L.C.D.C)

**2. Approved Minutes of the Meeting of
Westmeath Local Community Development Committee, (LCDC)
on Friday 6th February 2015 at 10.00am in the Executive Lounge.**

Present: Mr. Pat Gallagher, WCC – (Chairman)
Cllr Tom Farrell, WCC
Cllr Aengus O Rourke, WCC
Ms. Christine Charlton, WCC - LEO
Mr. Des Henry, DSP
Mr. Des Sheridan, PPN
Mr. Bob Morrison, PPN
Mr. Hugh McGuire, PPN
Mr. Dave Raftis, PPN
Ms. Angela Maher, Mullingar COC
Ms. Joyce Furlong, PPN
Mr. Paddy Donnelly IFA
Mr. Christy Duffy ETB
Mr. Joe Potter, WCDL

Apologies: Mr. Denis Rohan, Impact
Mr. Joe Whelan, HSE
Cllr Avril Whitney WCC

In Attendance: Mr. Barry Kehoe, DoS, WCC.
Mr. Hugh O'Reilly, Chief Officer LCDC, WCC.
Ms. Anne Galvin, A.O Community Development, WCC.
Ms. Maria Kearney, C.O Community Development, WCC.
Mr. Eamonn Guilfoyle, DSP

Welcome & Introduction

Chairman, Pat Gallagher welcomed everyone to the meeting and introduced Mr Christy Duffy representing Longford Westmeath Education and Training Board.

A number of apologies for the meeting were noted.

1. Approval of Draft Minutes of LCDC Meeting of Friday 7th November 2014

The minutes of the previous LCDC meeting held on Friday 7th November 2014 at 10.00am were confirmed on the proposal of Cllr Tom Farrell and seconded by Dave Raftis.

2. Matters Arising

There were no matters arising.

3. **To note Westmeath County Council Corporate Plan 2015-2019.**

The recently published Westmeath County Council was circulated for the information of the members of the LCDC. Pat Gallagher gave a brief overview of the plan which has been prepared following a consultation process and advised that the plan provides the strategic framework for action by the Council over the next 5 years.

4. **To consider draft Framework Statement on the Local Economic and Community Plan 2015-2020.**

Hugh O'Reilly, Chief Officer gave an overview of the draft Framework Statement on the Local Economic and Community Plan 2015-2020, as circulated. He advised that the statement set out the high level objectives of the proposed Plan. This Framework Statement is also due to be considered by the Economic Development, Enterprise and Community Strategic Policy Committee on Monday 9th February 2015.

Hugh O'Reilly advised the draft framework statement is the first stage in the preparation of the six year plan and welcomed any feedback in setting the strategic goals to be achieved. The next step will involve consultation with key stakeholders/agencies which will take into account relevant national and local policy and research data which will identify the key priorities for the development of the County. The six year plan is to be completed and adopted by the end of 2015.

Chairman, Pat Gallagher commended the work carried out by the plan Steering Group.

On the proposal of Cllr Aengus O'Rourke, seconded by Mr Hugh McGuire the members approved the Draft Framework Statement for the Westmeath Local Economic & Community Plan 2015-2020.

5. **To note DECLG information note on the Rural Development Programme/LEADER.**

An information note received from the DECLG was noted which gave an up to date overview of the existing Rural Development Programme and the proposed new terms and conditions for the LEADER programme.

Hugh O'Reilly advised the members that there was an agreement in principle that the LCDC would submit a joint expression of interest in partnership with Westmeath Community Development Ltd for the role of Local Action Group for the new programme.

Mr Joe Potter, CEO Westmeath Community Development Ltd advised that they are awaiting clarification on the alignment process at national level before the Board of Westmeath Community Development Ltd make a final decision of their role in the new programme.

Following a general discussion, members stressed the importance of achieving the best possible outcome for County Westmeath.

6. **To note report on implementation of current Local and Community Development Programme (LCDP).**

The members of the committee noted the LCDP monthly payment reports as circulated. Chief Officer, Hugh O'Reilly, advised that the report from Pobal indicated that

implementation and payments to Westmeath Community Development Ltd. are currently on schedule.

A general discussion took place and a number of questions were asked in relation to the IRIS monitoring system. Bob Morrison recommended that members of the LCDC should get training on this system and an audit process should be in place in respect of payments for the new programme.

7. **Information Sessions & Workshops for LCDC members 2015.**

An information note from DECLG was circulated to the members regarding upcoming workshops for training which will commence in March/April 2015. The Chief Officer welcomed members to return any training suggestions by 14th February 2015.

Cllr Tom Farrell requested that a list of acronyms and abbreviations with regard to the Community Development programmes be circulated to the LCDC Members.

8. **To consider recommendation on award of contract for implementation of the Social Inclusion and Community Activation Programme (SICAP).**

Mr Joe Potter, CEO, WCDL, advised the Chairman that due to a potential conflict of interest that he would withdraw from the remaining items on the agenda and left the meeting.

Hugh O'Reilly, Chief Officer, circulated the Declaration of Impartiality and Confidentiality form and asked members to sign and return them as part of the formal procurement process. He delivered a presentation on the procurement process for the tender for implementation of SICAP. This presentation covered:

- SICAP Aim & Vision
- LCDC Role & Responsibility in Procurement Process
- Overview of Procurement Process
- Notification of Tenders Received
- Establishment of Tender Evaluation Team & LCDC Evaluation Sub Committee.

Mr Eamonn Guilfoyle, (DSP) Chairman, Tender Evaluation Sub-Committee delivered a presentation on the outcome of the tender evaluation process. The following areas were covered:

- Evaluating/scoring Tenders/Process
- Methodology for Evaluation
- Overview of Pobals Role & Review Process
- Clarifications sought and outcome of Tender Evaluation

Mr Eamonn Guilfoyle informed members that one tender was received from Westmeath Community Development Ltd which was within the specified budget and targets set out by Pobal. The LCDC evaluation team and evaluation subcommittee carried out a comprehensive assessment on the tender in respect of the criteria specified in the tender documentation. A number of clarifications were sought and received and the tender met the minimum score required. The Evaluation Sub-committee therefore recommended acceptance of the tender received. The draft tender evaluation outcome had also been endorsed by Pobal.

In response to Cllr Aengus O'Rourke, the Chief Officer clarified that two tenderers had been short-listed from Stage 1 but only one tender had been received. He also outlined the process involved in issuing letter to the successful tendered and completing of contracts.

Chairman Pat Gallagher, on behalf of the members, thanked Mr Guilfoyle for the informative presentation and thanked the evaluation sub-committees for their input in the tender evaluation assessment carried out.

On the proposal of Cllr Aengus O'Rourke, seconded by Cllr Tom Farrell, the members resolved to award the contract to Westmeath Community Development Ltd for the Implementation of Social Inclusion Community Activation Programme in accordance with the condition of the contract.

9. **AOB**
None

10. **Next Meeting Date**
It was agreed that the next meeting would be changed from the 3rd April 2015 to the 17th April 2015 at 10.00am in the Executive Lounge, Áras an Chontae, Mullingar, Co Westmeath.

Approved


Chairman
17/4/15