



**Minutes of Meeting of
South Cork Local Community Development Committee (LCDC)
Thursday 16th November 2017 at 10.00am
Floor 16, Cork County Council, County Hall, Cork.**

Date: 16 November 2017

Time: 10.00am.

LCDC MEMBERS PRESENT:

Name	Organisation	Private (6)/ Public(6)
Cllr. Michael Hegarty (Chair)	Cork County Council	Public
Mr. John Fitzgibbon	Cork ETB	Public
Cllr Ger Keohane	Cork County Council	Public
Mr. Donal O’Liathain	Udaras na Gaeltachta,	Public
Mr. John Lyne	DSP	Public
Mr. Sean O’Sullivan	Head of LEO South Cork	Public
Ms. Mary O’Leary	Environmental Pillar	Private
Mr. Jimmy Hosford	Agricultural Pillar	Private
Mr. Martin O’Brien	PPN	Private
Mr. Sean Hegarty	Avondhu/Blackwater Development Group CLG	Private
Mr. Ryan Howard	SECAD Partnership CLG	Private
Mr. Peter Dineen,	PPN	Private

LAG MEMBERS APOLOGIES:

Name	Organisation	Private (3)/Public (2)
Cllr. Marcia Dalton	Cork County Council	Public
Mr. Declan Daly	Cork County Council	Public
Mr. Thomas McHugh	Cork Chamber	Private
Mr. Brian Williams	Youth Pillar	Private
Vacant	Civic Society	Private

ABSENT: N/A

STAFF IN ATTENDANCE:

Ms. Kay Keegan	LCDC Chief Officer	Cork County Council
Mr. Fergal Gough	LCDC Support Officer	Cork County Council
Mr. Andrew Lewis	Finance Team	Cork County Council

STAFF APOLOGIES:

Ms. Sharon Corcoran	Director of Service	Cork County Council
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SICAP EVALUATION SUB-GROUP MEMBERS IN ATTENDANCE:

Mr. John Deasy	Retired Assistant County Manager	Cork County Council
Ms Angela Deasy	Retired Senior Executive Officer	Cork County Council
Ms Marian Salter	Retired Senior Executive Officer	Cork County Council
Mr. Macdara O’Hici	Senior Executive Officer (Procurement)	Cork County Council

Welcome and Introduction

It was noted that a quorum was in place. The chair welcomed all to the meeting.

1. Confirmation of Minutes of the Previous LCDC Meeting of 26th October 2017

Minutes of previous meetings of 16th October 2017 were proposed by Mr. Sean Hegarty, seconded by Ms. Mary O’Leary and approved by the meeting.

2. Matters arising

There were no matters arising.

3. SICAP Programme 2018-2022

Before commencement of this item, the Chair asked if any members of the LCDC had a conflict of interest. Mr. Ryan Howard, SECAD and Mr. Sean Hegarty, Avonduh Blackwater Development CLG declared a conflict of interest and left the meeting at 10:05p.m.

The Chief Officer confirmed that the SICAP Evaluation Tender Procurement process 2018-2022 is now complete and the LCDC should now consider for approval the recommendation of both the Evaluation Committee and SICAP sub-group regarding the awarding of the SICAP contract to the successful tender.

The Chief Officer noted the following:

- It was confirmed that the SICAP programme will be delivered as a Single Lot 18-04 South and East Cork in the South Cork Division
- The new five year SICAP programme will be delivered over the period 2018-2022.
- Request For Tender RFT documentation issued on e-tenders on 31st July 2017.
- Closing date for receipt of tenders was 6th October 2017.
- The provisional lead-in timeframe for the new programme was set out as follows:

RFT documentation issued	31 st July 2017
Closing date for receipt of queries	19 th September 2017 @3pm
Closing date for receipt of Tenders	6 th October 2017 @3pm
Tender evaluation completed	17 th November 2017
Conclusion of contracts	By 18 th December 2017
Commencement of SICAP service delivery	1 st January 2018

The Chair welcomed the SICAP evaluation Committee members to the meeting as follows;

Mr. John Deasy -Chair of Evaluation Committee	Retired Assistant County Manager	Cork County Council
Ms Angela Murphy	Retired Senior Executive Officer	Cork County Council
Ms Marian Salter	Retired Senior Executive Officer	Cork County Council
Apologies from Mr Pat Farrell	Retired Senior Engineer	Cork County Council
Mr. Mac Dara O'hici	Senior Executive Officer	Cork County Council

The Chief Officer also welcomed the Evaluation Committee Members and at the outset wished to thank them for their time and commitment to the evaluation process which was quite onerous. She also thanked the LCDC SICAP Sub Group for their assistance and experience in the process.

Mr. Andrew Lewis gave an overview to the LCDC on the SICAP Evaluation Tender Procurement process 2018-2022. At the outset it was made clear that all LCDC Members should be aware that information supplied in connection with the tender process is private and confidential. In addition, any LCDC members who had not to date completed their Declaration of Confidentiality were required to do so before any discussions took place.

The following items were covered in the presentation to the LCDC;

- LCDC is the Contracting Authority
- Provided clarification of Lot where contract will be awarded
- Confirmed public procurement process was followed
- Ensured LCDC members that the Evaluation Committee assessed tender applications and content of same only, no previous performance or KPI details were given to committee.
- One contractor appointed per Lot.
- Set methodology for how to evaluate each tender. Evaluation Team followed same steps to ensure consistency of approach and equal treatment.
- Pobal provided a Tender Evaluation Template which Evaluation Committee had to use when evaluating all tenders for a Lot
- Pass mark set at 50%



- Met with SICAP Sub Group on two occasions who were happy to approve Evaluation Committee recommendations.
- This programme is for 5 years where contract with the implementer to provide SICAP services until Dec 2022 period and is subject to ongoing performance reviews

Role of LCDC in Ratification of Evaluation Results

As the Contracting Authority in this procurement competition, the LCDC is the ultimate decision-maker with regards to any award decision

Mr. Lewis outlined the scores of the tenders to the LCDC members.

The Chair Cllr. Hegarty thanked Mr. Deasy, the members of the Evaluation Committee & SICAP sub group and Mr. Lewis for all of their hard work on this tendering process.

Mr. John Fitzgibbon, Chair of the SICAP sub group was asked to comment and endorsed the work of the evaluation Committee and on behalf of the Sub Group was happy to recommend the allocation of the LOT for South & East Cork.

The Chair asked for the LCDC members to accept the recommendation for awarding of the SICAP tender and all members of the South Cork LCDC were in agreement.

Mr. Lewis outlined the recommendation for LOT 18-4 which was proposed by Mr. John Fitzgibbon, seconded by Ms. Mary O'Leary

Mr. Sean Hegarty and Mr. Ryan Howard returned to the meeting and were informed of the decision. The time was noted as 10.24 am.

The Chief Officer advised that Preparation of Notification Letters would now commence and would issue on 24th November 2017.

3 . Review of LCDC's

The Chair introduced Mr. Neal O'Sullivan-Smyth from the Department of Rural and Community Development.

Ms. Keegan advised the LCDC members that the Department are conducting a national review of the LCDCs and as part of that process, Mr. O'Sullivan-Smyth is attending a number of LCDC's nationwide, including the South Cork LCDC, to assess the governance and strategic effectiveness of LCDC structures. The following issues were noted as relevant and discussed by LCDC Members for consideration as part of the LCDC review:

1. Quorum
2. Addition of New Members
3. Role of LCDC in funding schemes/Connection with Municipal Districts

4. Proportion of funding, should be per LCDC rather than County allocation
5. Role in other agency Strategies
6. Chairperson Rotation
7. Capacity of LCDC Members
8. Training for LCDC Members

Mr. Neal O’Sullivan-Smyth took note of the issues raised by the members and undertook to constructively examine the issues raised with a view to incorporating in to the overall LCDC review.

4. RAPID Programme

Ms. Keegan advised the LCDC members that the Department of Rural and Community Development has recently announced a recast RAPID programme 2017 with a total national allocation of €2 million in capital funding.

Cork County Council has received €64,500 from the Department of Rural and Community Development under the RAPID Programme in 2017

Proposals have to be submitted to the Department by 24 November and the monies expended before end of 2018. Because of the very tight deadlines involved Municipal Districts covering Youghal & Mallow, designated RAPID areas have been notified and advised to bring forward appropriate ‘shovel-ready’ projects where it is deemed feasible that they can be completed before end of 2017.

Two projects have been brought forward for consideration by the LCDC under the recast RAPID programme 2017as follows:

- Chestnut Drive, Youghal- Upgrading of existing Playground Facilities
- Cumman na Daoine, Youghal – Social Enterprise Project Capital Equipment for Upgraded Kitchen Facilities.

On the approval of Cllr Ger Keohane, seconded by Mr. Sean Hegarty the projects were approved by the LCDC.

7. A.O.B

ETB - Equipment Grant Scheme for Voluntary led Youth clubs/groups.

Kay Keegan gave an update on correspondence.



Cork LCDC's have been informed that the Department of Children and Youth Affairs has allocated €1.1 million to volunteer led youth groups in Cork under the ETB Equipment Grant Scheme for Voluntary youth clubs/groups.

The closing date has been extended to Wednesday, 22 November 2017.

The scheme is focused on the provision of small-scale equipment grants to local youth clubs/groups. Grants may cover equipment such as: Storage, IT equipment, electrical equipment, sporting equipment, arts and drama equipment etc. The max grant available is €5000.

8. Date of Next Meeting

The date for the next South Cork LCDC meeting in 2017 was confirmed as follows:

- **10.30 a.m. Thursday, 14th December 2017**

It was proposed that no LCDC meetings will be held in January and the first meeting of 2018 will be on 8 February, 2018. This was agreed by members.

Meeting Concluded

The Minutes were approved by the South Cork Local Community Development Committee (LCDC)

Date of Meeting: _____

Signed: _____
CHAIRPERSON

Dated: _____