



## **Terms of Reference for Leitrim LCDC**

### **Social Inclusion, Equality and Community, (SEC)**

#### **Monitoring Sub-Committee**

##### **1. Context**

The Local Government Reform Act 2014, provided for the establishment of Local Community Development Committees (LCDC) in all local authority areas. The Revised Guidelines for the Operation of LCDCs, issued by the Minister for Housing, Planning, Community and Local Government allow LCDCs to establish sub-committees (including task groups or other sub-structures) to help them carry out their functions, as well as to facilitate the broadest possible engagement with local interests. LCDCs should have regard to the following in establishing such structures:

- The LCDC should be able to deal with most issues and sub-structures should be kept to a minimum to avoid excessive administration and meeting fatigue;
- Sub-structures should have clear remits and tasks to avoid duplication of effort – establishing ad hoc groups that are task specific and wound-up when tasks are completed is encouraged;
- The role of the sub-committees is to advise and assist the LCDC in the performance of its functions, including making recommendations on courses of actions or decisions to be taken by the LCDC, there is no provision in the Regulations or Guidelines for decision making outside of the LCDC. Sub-committees make recommendations to the LCDC and assist and advise in relation to the ultimate decision to be taken by the LCDC. The final decision rests with the LCDC in all cases.
- In any event, sub-structures should lapse on a date specified by the LCDC, unless their continuation is explicitly approved by the LCDC following a review of the necessity or otherwise of them continuing.

Regulation 53 (S.I. 234 of 2014) relating to sub-committee membership outlines that membership can include LCDC members only or LCDC members and persons not members of LCDC.

The LCDC initially established a sub-committee to monitor SICAP at their June 2015 meeting and this role was expanded to include equality monitoring at the October 2015 meeting. The name of the subcommittee is called the **Social Inclusion, Equality and Community (SEC) Monitoring Sub-Committee**. The SEC comprised of members of the LCDC and external agencies as agreed by the LCDC to carry out work on its behalf and report to the LCDC under three main areas.

## **1. SICAP**

The Social Inclusion Community Activation (SICAP) Programme is the primary national social inclusion programme, that provides funding to tackle poverty and social exclusion at a local level through local engagement and partnerships between disadvantaged individuals, community organisations and public sector agencies.

Programme Implementers (PIs) engage with marginalised communities and service providers using a community development approach to address issues relating to social exclusion and inequality. SICAP also prioritises local engagement and partnerships, between SICAP Programme Implementers, disadvantaged individuals, community organisations and public sector agencies.

It is a multi-faceted programme that provides supports to respond to individual and community needs, aiming to ensure that beneficiaries receive quality, tailored supports, while also allowing flexibility to adapt actions to local need. It enables bottom-up approaches within the framework of a national programme which provides targets, performance indicators and requirements.

The LCDC, as the contracting authority for project implementers to deliver SICAP locally, is responsible for ensuring that the SICAP programme is implemented in Leitrim to the agreed national standard. The SEC role in this area is as follows:

- I. Monitoring the SICAP Programme implementation in Leitrim.
- II. Recommending approval or not of reports such as the End of Year Report and the Annual Action Plan report.
- III. Overseeing preparation of SICAP Action Plans with the PI.
- IV. Looking at local targets for the SICAP programme and making recommendations for the programme.

## **2. Equality Promotion and Social Inclusion Role**

Following a national workshop to promote the development of Equality Actions for the Local Economic and Community Plan (LECP) in February 2015, it was agreed that a key principle underlying LECPs is that its objectives need to promote equality (combating poverty and ensuring accessibility). The promotion of equality in the LECPs will also serve to support the “Positive Duty” requirement in accordance with the Irish Human Rights and Equality Commission Act, 2014 (Section 42 Positive Duty). “Positive Duty” is where public bodies are required to set out the equality and human rights issues relevant to its functions and purpose and report in this regard. In order to promote and implement the Equality Agenda for LECPs, this function is being recognised as a key role of the SEC Sub-Committee. This role was recognised at the LCDC meeting of October 22<sup>nd</sup> 2015. The Committee will have the following roles in this area:

- I. To support the LCDC to deliver the equality remit both within the workings of the LCDC and the delivery of the LECP by overseeing the proofing of the Community Element of the LECP as per the proofing guidelines set out in the LECP.
- II. Undergo training on equality awareness including a briefing on equality impact assessment and National Equality Key Performance indicators.
- III. Monitor and review the key performance indicators relating to equality (linking the objectives and actions to evidence-based information emerging from socio-economic data analysis).

## **3. LECP Implementation**

The LCDC is responsible for the monitoring and implementation of the Community element of the LECP. The SEC Sub-Committee will carry out this role by:

- I. Looking at performance against targets set out in the Community Plan;
- II. Provide updates on the actions which its own agency/group is responsible for;
- III. Recommend actions for improving the achievement of the LECP’s Goals and Objectives.

## **4. Principles**

This Local Economic and Community Plan (LECP) has been developed in accordance with the Local Government Reform Act 2014 and follows the guidelines issued by the Department of Rural and Community Development (DRCD). A number of core principles underpinned the development of the LECP and will equally apply to its implementation and work of its sub-committees. Those principles are:

- Equality: people, groups and communities will be treated equally regardless of background and spatial equity for and within Leitrim will be sought.
- Evidence-based: using good analysis and well-founded consultation to inform all decisions and following this up with robust monitoring of activities and results.
- Openness: the LECP planning, decision-making and implementation process will be clear, transparent and open to/inclusive of all.
- Outcomes: the persistent focus will be on the achievement of good outcomes/results for Leitrim and its people.
- Sharing: participants in the LECP process will work in partnership with the process and with each other, sharing and communicating knowledge, experience, learning and resources as appropriate.
- Sustainability: decisions taken now will be guided by the need to avoid compromising the future social, economic and/or environmental well-being of Leitrim in the future.

## **5. Composition**

It was agreed at the Leitrim LCDC meeting on October 22<sup>nd</sup>, 2015, that representatives of the LCDC with significant experience of working to respond to social exclusion issues would represent LCDC interests. These include the following:

### **LCDC Reps:**

1. Dept. Of Social Protection
2. LEO
3. PPN Social Inclusion
4. PPN Environmental
5. FRC/CDPs

In addition, non-LCDC representatives who would also bring expertise to the SEC Committee and have involvement in objectives within the community element of the LECP are:

### **Other:**

1. Adult Guidance Service of ETB
2. County Childcare Committee,
3. CE of Leitrim Development Company
4. Leitrim County Council: Housing Dept of LCC
5. Leitrim County Council Community Division Representative of LCC
6. TUSLA Local Area Manager

It was agreed that their work would be supported by the LCDC Chief Officer or nominated official acting on their behalf as well as administrative back-up. Representatives from the LDC at senior level will attend meetings to provide an overview and to highlight opportunities/challenges that they are experiencing in delivering the SICAP programme.

## **6. Meeting Schedule and Review**

- It is anticipated that at a minimum of **three meetings** will be held annually. These will be scheduled to fit with requirements of the areas in which they are responsible for and in particular in relation to the SICAP programme deadlines **and will be held online.**

## **7. Chairperson**

- In order to facilitate feedback to the LCDC, the Chairperson will be a member of the LCDC and will be selected among members of the LCDC on the SEC Sub-Committee.
- The Chairperson shall be elected by the LCDC and remain in office for a minimum period of **three years.**
- At a meeting of the Committee the Chairperson shall preside. In the absence of the Chairperson, the members of the LCDC present shall choose a member to preside as Acting Chairperson.
- While it is expected that decisions of the Social Inclusion, Equality and Community, (SEC) Monitoring Sub-Committee will be arrived at by consensus, in the event of a vote resulting in an equality of numbers, the Chairperson, or Acting Chairperson shall have a casting vote.

## **8. Notice of Meetings**

- The Agenda and minutes of the meeting will be circulated by email to all members at least 5 working days in advance of the next meeting.
- The Agenda of the meetings will include SICAP as a standing item for each meeting.

The LCDC will review the work and role of this subgroup on a yearly basis.

## **9. Quorum**

The quorum for meetings of the Committee shall be five (5) members, two of whom shall be representing an organisation other than Leitrim County Council. If after 20 minutes from the agreed starting time of a meeting, a quorum is not present, the meeting shall stand adjourned to a date to be determined by the Chairperson.

## **10. Non-Attendance**

- For a member to be recorded as present at a meeting they must attend the meeting (in person or online) for a minimum duration of 30 minutes.

- Members unable to attend a meeting may nominate a substitute to attend on their behalf. The substitute will have the same voting rights and speaking privileges as the full-time member.
- In the event of a member failing to attend at least three consecutive meetings of the Committee without valid reason, as determined by the chairperson, the nominating body shall be asked to nominate a replacement.
- In the event of a member being unable for any reason to continue to serve as a member of the SEC, the nominating body shall be asked to nominate a replacement.

#### **11. Order of Business**

- Determination that a quorum is present
- Conflicts of Interest
- Confirmation of minutes & matters arising
- Correspondence
- SICAP/LECP
- A.O.B

#### **12. Rules of Debate**

- Each Member of the Committee shall have the right to speak on an issue and be given equal opportunity in making their views known.
- The Committee shall, as far as possible, arrive at all decisions and recommendations by consensus.
- Meetings will be conducted in a spirit of mutual respect and inclusiveness.
- The ruling of the Chairperson on a point of order shall be final.
- Full participation in meetings of the SEC is confined to the members of the SEC or substitutes attending on behalf of full-time members.

#### **13. Leaving a Remote Meeting**

- Members leaving the meeting should make every effort to inform the Chairperson by the appropriate means that they are exiting the meeting to ensure there is a Quorum remaining and so that it is not presumed to be a loss in connectivity.