

Terms of Reference

Waterford LCDC SICAP Sub-Committee

Version:	June 2025
Adopted:	

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BACKGROUND AND CONTEXT

In 2012, the policy document 'Putting People First' was published setting out reforms to improve the delivery of services for the citizen, deliver greater efficiency and effectiveness and give local government a more central role in local and community development.

The Local Government Reform Act 2014 gave legislative effect to the commitments in 'Putting People First', including the establishment of a Local Community Development Committee (LCDC) as a sub-committee of the City and County Council.

The LCDC has primary responsibility for co-ordinating, planning and overseeing local, community and rural development funding, including the Social Inclusion & Community Activation Programme (SICAP).

SICAP 2024-2028 is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus and 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.

The Local Community Development Committee (Section 128E) Regulations 2014 (S.I. No. 234 of 2014) allow for the establishment of sub-committees to facilitate the discharge of the functions of the LCDC:

53. In order to facilitate the discharge of the functions of the Committee there may be established such sub-committees and task-groups as may assist and advise the Committee where —
 - (1) a sub-committee or task-group so established by the Committee may comprise solely of members of the Committee, or of members of the Committee and of persons who are not members of the Committee.
 - (2) a sub-committee or task-group so established shall act in accordance with any and all directives as may be given it by the Committee;
 - (3) any expenditure of monies to be incurred by such a sub-committee or task-group shall be subject to the approval in advance of the Committee; and
 - (4) the Committee may dissolve a sub-committee or task-group established under these Regulations.

These Terms of Reference set out the scope and limitations of the LCDC SICAP Sub-Committee and provide the guidelines within which the sub-committee will operate.

ROLE OF THE SICAP SUB-COMMITTEE

The SICAP Sub-Committee is a sub-committee of the Local Community Development Committee (LCDC)

The SICAP Sub-Committee is established by the LCDC to assist the LCDC in the discharge its functions in relation to the delivery of the SICAP Programme in Waterford.

The LCDC may at any time alter or revoke the composition or terms of reference of the Sub-Committee.

The LCDC shall annually review or confirm the terms of reference of the SICAP Sub-Committee

MEMBERSHIP OF THE SUB-COMMITTEE

Membership

The Sub-Committee shall consist of at least four (4) and not more than eight (8) members, at least 75% of which will be members of the LCDC.

The membership of the Sub-Committee shall be drawn from across the LCDC and shall comprise of, at a minimum:

- The Chief Officer to the LCDC
- The Chairperson of the LCDC or other Elected Representative
- One (1) PPN Representative
- One (1) member from another Public Body

External Members

Up to two (2) external members, with relevant expertise, may be appointed to the Sub-Committee. These will be persons who can bring an external perspective to the working of the Sub-Committee.

Appointment of Committee Members

The LCDC shall annually appoint or re-appoint the members of the Sub-Committee at their first meeting of the year.

Chairperson & Secretary

The Chief Officer to the LCDC will be the Chairperson of the SICAP Sub-Committee. In the absence of the chairperson, the Deputy Chief Officer to the LCDC will act as Chairperson of the Sub-Committee.

The SICAP Co-Ordinator, Community & Sport Department, Waterford City & County Council will be the Secretary/Administrator to the Sub-Committee.

MEETINGS OF THE SUB-COMMITTEE

Meeting Frequency

The Sub-Committee shall meet on a regular basis but not less than three (3) times a year.

Quorum

A quorum, except under extraordinary circumstances, shall consist of 50% of members + 1.

Agenda, Decisions and Minutes

The meeting agenda and any supporting documentation must be circulated to members in advance of a scheduled meeting.

All decisions of the Sub-Committee must be proposed and seconded. Voting will be by means of a simple majority with the Chairperson having a casting vote.

All decisions, deliberations and meetings of the Sub-Committee shall be recorded and minutes circulated in draft form in advance of the next scheduled meeting.

The minutes of meetings shall be approved at the beginning of the subsequent meeting of the Sub-Committee.

CONFLICT OF INTEREST

In the case where a member of the Sub-Committee has, or may be perceived to have, a beneficial interest in a decision of the Sub-Committee, he or she should absent themselves from the decision and such absence should be noted in the minutes.

CONFIDENTIALITY

Confidential information may be provided to the Sub-Committee for the purposes of enabling it to discharge its functions in relation to the delivery of the Social Inclusion & Community Activation Programme (SICAP). Such information should not be shared or used by any organisation or individual for any other purposes. To do so would be considered a breach of confidentiality.

UPDATES TO THE LCDC

The Secretary/Administrator to the Sub-Committee shall provide regular updates to the members of the LCDC of all meetings of the Sub-Committee, and all decisions taken, at the earliest meeting of the LCDC after a meeting of the Sub-Committee.

FUNCTIONS OF THE SUB-COMMITTEE

The SICAP Sub-Committee shall:

- monitor the delivery of the SICAP contract in Waterford
- undertake the Mid-Year Review and Annual Review of the Programme on behalf of the LCDC.
- approve payments to the Programme Implementer (PI) on behalf of the LCDC subject to payment criteria being met.
- Report to the LCDC on meetings held, progress, issues, and any relevant information in relation to the SICAP contract

ANNUAL PLANNING PROCESS

The annual planning process commences no later than October each year, is approved in principle by the LCDDC in December, and must be fully approved by February of the following year.

October

Pobal issues planning and review guidelines and the indicative KPI targets and budgets (as informed by the Department) to LCDDCs.

The SICAP Sub-Committee shall meet to review the indicative KPI targets from Pobal and amend (if required) by 15% either way.

The Secretary to the Sub-Committee will communicate indicative KPI targets and budgets and submission process to the PI.

November

The PI submits the annual plan through IRIS

Late November/Mid December

The Department announces the annual budget and the KPIs for each Lot once the national budget has been confirmed.

Pobal carries out a technical, high-level review of plans and provides feedback to LCDDCs.

The SICAP Sub-Committee shall meet to review and consider the annual plan. They may approve it in principle or return it to the PI for review and re-submission.

February

The SICAP Sub-Committee shall meet and is authorised to approve the Annual Plan once the annual performance review is completed

PERFORMANCE REVIEWS

The continued funding of SICAP is subject to compliance with the KPI monitoring process and positive findings from the mid-year and annual performance reviews by the LCDC. The LCDC may also request interim updates between reporting periods from the Programme Implementer (PI).

The SICAP Sub-Committee is authorised by the LCDC to undertake the Mid-Year Review and Annual Review on behalf of the LCDC.

Mid-Year Review

Covering the period 1st January – 31st May.

Detailed guidance is issued annually by Pobal on the Mid-Year Performance Review process. PI submission deadline is 10 working days from the end of the reporting period (mid-June). LCDC Review must be completed by end of July.

Annual Review

Covering the period 1st January - 31st December.

Pobal issues and updates detailed guidance on this process annually.

PI submission deadline is 10 working days from the end of the reporting period (mid-Jan). LCDC Review must be completed by end of February.

Timeframes for Performance Reviews

	Reporting Period	Submission Deadline for Reports by PI	LCDC Review Completed by
Mid- Year Review	Review 1st January – 31st May	10 working days after end of reporting period	End of July
Annual Review	1st January - 31 st December	10 working days after end of reporting period	End of February

PAYMENTS

If necessary, the SICAP Sub-Committee shall meet and is authorised to approve payments to the Programme Implementer (PI) on behalf of the LCDC once payment criteria have been met. Payments are made to the PI on the basis of 25% instalments per quarter over the lifetime of the contract. The timeframe is outlined below:

Instalments per quarter	Description
Q1: January – March	This payment is split into two sub-payments: An initial two-month payment: This is to facilitate PIs' cash flow in January and February; Remaining one month payment: Made once the annual plan has been approved by the LCDC in February.
Q2: April – June	One payment: Made once the annual plan and the annual performance review has been approved by the LCDC on IRIS.
Q3: July – September	This may be one payment or split into two sub-payments if the LCDC so chooses. If split, it should be on the following basis: An initial one-month payment: Made if the Q1 and Q2 payment criteria have been met; Remaining two-month payment: Made once the mid-year 'Fin & Mon' report has been approved by the LCDC on IRIS.
Q4: October-December	One payment: Made once all the Q1 – Q3 payment criteria have been met by the PI.

AMENDMENTS TO TERMS OF REFERENCE

No changes to the terms of Reference of the Sub-committee can be made without the approval of the LCDC.

APPENDIX 1 - CURRENT MEMBERSHIP OF THE SICAP SUB-COMMITTEE (June 2025)

LCDC Members

Sinéad Breathnach, WCCC (Chair)

Cllr Jason Murphy

Dr. Karina Daly, WWETB

Gabriel Foley, PPN

Sinead Kilcawley, PPN

Margaret Collins, TUSLA

Non-Committee Members

Rose Murphy, CCCW

Patricia McBride, WSTCYS

APPENDIX 2 – PROGRAMME REQUIREMENTS (Web Link)



SICAP Programme Requirements 2024-2028

APPENDIX 3 – SINGLE-PARTY FRAMEWORK AGREEMENT (PDF)

Single-Party Framework Agreement Terms and Conditions

For the Provision of:	Social Inclusion and Related Services with an initial Call-Off Contract relating to the Social Inclusion and Community Activation Programme (SICAP) 2024 – 2028.
Local Authority	Waterford City and County Council
Local Community Development Committee	Waterford Local Community Development Committee
Framework Member:	Waterford Area Partnership CLG
Date:	14 December 2023

APPENDIX 4 - SICAP CALL-OFF CONTRACT JAN 2024 – DEC 2028 (PDF)

SOCIAL INCLUSION AND COMMUNITY ACTIVATION PROGRAMME (SICAP)

1st January 2024 - 31st December 2028

APPENDIX 5

Call-off Contract

Between

**Waterford Local Community
Development Committee**

and

Waterford City and County Council

and

Waterford Area Partnership CLG

Date of Issue: 14 December 2023