

# Waterford LCDC SICAP Sub-Committee

## Draft Terms of Reference

September 2026

| Version | Amendment                                                                                   | Author | Date Approved<br>by LCDC   |
|---------|---------------------------------------------------------------------------------------------|--------|----------------------------|
| 1.0     | -                                                                                           | GM     | 12 <sup>th</sup> June 2025 |
| 2.0     | Reviewed and updated in line with Pobal Guidance<br>on SICAP Sub-Committees ToR (Nov. 2025) | GM     |                            |

## BACKGROUND AND 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 (2016), 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 devise 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 the membership of sub-committees outlines that membership can comprise of LCDC members only or LCDC members and persons not members of the LCDC.

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 & the Gaeltacht, 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.

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 Waterford Local Community Development Committee (LCDC)

The SICAP Sub-Committee is established by the LCDC to advise and assist the LCDC in the performance of its functions in relation to the delivery of the SICAP Programme in Waterford, including making recommendations on courses of actions or decisions to be taken by the LCDC.

The LCDC shall annually review or confirm the terms of reference of the SICAP Sub-Committee. The LCDC may, at any time, alter or revoke the composition or terms of reference of the Sub-Committee.

## MEMBERSHIP OF THE SUB-COMMITTEE

### Membership

The Sub-Committee shall consist of at least six (6) and not more than twelve (12) members.

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 Deputy Chief Officer to the LCDC
- An Elected Representative from the LCDC
- At least One (1) PPN Representative
- At least One (1) member from relevant Public Body
- The SICAP Co-Ordinator, Waterford City & County Council

If a Representative from a public body on the LCDC is unavailable to serve on the SICAP Sub-Committee, they may nominate an alternative representative from their agency to serve in their place.

### External Members

External members, with relevant expertise, may be appointed to the Sub-Committee, subject to the maximum membership threshold. These will be persons who can bring an external perspective to the work of the Sub-Committee.

### Appointment of Committee Members

The LCDC shall annually appoint or re-appoint the members of the Sub-Committee.

### Chairperson

The Chief Officer to the LCDC shall 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.

### Secretary

The SICAP Co-Ordinator, Community & Sport Department, Waterford City & County Council shall be a member of the SICAP Sub-Committee and shall 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;

- to undertake the Mid-Year Performance Review on behalf of the LCDC and provide feedback to Pobal.
- to review and assess the Annual Plan submitted by the PI and provide feedback to Pobal on behalf of the LCDC.
- to undertake the Annual Performance Review on behalf of the LCDC and provide feedback to Pobal.

### Quorum

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

### Agenda

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

### Decisions

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.

### Minutes

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 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:

- advise the LCDC on all aspects of the delivery of the SICAP contract in Waterford, from planning and implementation to monitoring and reporting.
- engage and collaborate with the Programme Implementer (PI) in agreeing programme priorities in the annual planning process for each year of the contract.
- review and discuss the Annual Plan submitted each year with the PI and make recommendations to the LCDC on its approval.
- review the Mid-Year and End-of-Year monitoring reports on behalf of the LCDC and make recommendations to the LCDC on approval of same and on actions that need to be undertaken by the LCDC as the contract holder.
- engage with and provide a supportive role to the PI where there is non-achievement of targets and agree an action plan for the PI for improved KPI achievement.

- Engage with the PI on the agreement of Annual Targets for the delivery of SICAP and make recommendations to the LCDC on same.
- in agreement with the LCDC, approve payments to the PI on behalf of the LCDC, subject to payment criteria being met.

## ANNUAL PLANNING PROCESS

The annual planning process commences in October each year and must be fully approved by the LCDC by the end of February of the following year.

### October / November

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

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.

### December / January

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

The PI submits the Annual Plan through IRIS in mid-December.

The SICAP Sub-Committee shall meet to review and assess the Annual Plan using specific appraisal criteria and provide feedback to Pobal.

Pobal carries out a technical, high-level compliance review of the Annual Plan to confirm that it complies with the Programme Requirements on behalf of the Department and as a support for the LCDC. Pobal will provide feedback to the LCDC based on the outcome of its review.

### February

Final approval of the Annual Plan by the LCDC, following approval of the Annual Performance Review.

## 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 LCDC is responsible for the Mid-Year and Annual Performance Reviews.

The SICAP Sub-Committee is authorised by the LCDC to undertake the Mid-Year and Annual Performance Reviews on behalf of the LCDC. Final approval of the Mid-Year and Annual Performance Reviews rests with the LCDC.

### Mid-Year Performance Review (Review Period: 1st January – 31st May)

The Mid-Year Performance Review should be viewed as a supportive check-in. The review allows the LCDC to assess the progress of the PI against what was set out in the SICAP Annual Plan. It can help identify and address any issues well in advance of year end.

Detailed guidance on the Mid-Year Performance Review process is issued annually by Pobal.

PI submission deadline is 10 working days from the end of the reporting period (mid-June).

The LCDC Review must be completed by end of July.

### Annual Performance Review (Review Period: 1st January – 31st December)

The Annual Performance Review is an opportunity for the LCDC to measure the level of progress against the SICAP Annual Plan. The review checks that the PI has met the KPI targets and adhered to contractual conditions.

Detailed guidance on the Annual Performance Review process is issued annually by Pobal.

PI submission deadline is 10 working days from the end of the reporting period (mid-Jan).

The LCDC Review must be completed by end of February.

## PAYMENTS

All payments to the Programme Implementer (PI) shall be approved by the LCDC. However, with the agreement of the LCDC, the SICAP Sub-Committee may meet to approve payments to the Programme Implementer (PI) on behalf of the LCDC once all 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:

|                         |                                                                                                                                                                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Q1 (January – March)    | <p>This payment is split into two sub-payments.</p> <p>An initial two-month payment to facilitate the PIs cash flow in January and February;</p> <p>Remaining one month payment once the Annual Plan has been approved by the LCDC in February.</p>          |
| Q2 (April – June)       | <p>One payment once the Annual Plan and Annual Performance Review have been approved by the LCDC</p>                                                                                                                                                         |
| Q3 (July – September)   | <p>This payment is split into two sub-payments.</p> <p>An initial one-month payment, made if the Q1 and Q2 payment criteria have been met;</p> <p>Remaining two-month payment, made once the Mid- Year Performance Review has been approved by the LCDC.</p> |
| Q4 (October – December) | <p>One payment once all the Q1 – Q3 payment criteria have been met by the PI.</p>                                                                                                                                                                            |

## 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 – PROGRAMME REQUIREMENTS (Web Link)

[SICAP Programme Requirements 2024-2028](#)

## APPENDIX 2 – SICAP SUB-COMMITTEE MEMBERSHIP (SEPT 2026)

Sinéad Breathnach, Chief Officer to LCDC (Chair)

Anita Maher, Deputy Chief Officer

Cllr Liam Brazil

Dr. Karina Daly, WWETB

Margaret Collins, TUSLA

Gabriel Foley, PPN

Ger Mulhall, WCCC SICAP Co-Ordinator

Rose Murphy, CCCW

Pat McBride, WSTCYS