

**Social Inclusion Measures Working Group**  
**Meeting notes of 4th September, 2006**  
**Held at Minella Hotel, Clonmel, Co. Tipperary**

**Summary**

1. Restructuring of SIM working methods agreed
2. Working groups to be asked to review/create action plans
3. Schedule of meeting topics for 2007 agreed
4. RAPID report to NMC agreed

**Present:** Sinead Carr, Director of Service, South Tipperary County Council, Cora Hogan Tipperary Youth Service, Sr. Mary Walsh, Spafield FRC, Bridget O’Keeffe CoS Community Resource Centre, Liam Kilbride CoS Education Network, Jimmy Cass, Community Forum, Phylis Naughton Disability Forum, Pat. Holland, C+E, Ann Ryan, C+E, Sean McSweeney, Knockanrawley, Dan Fox Farming Pillar, Declan Rice BNS, Phil Shanahan CCP, Hilda O’Neill Health Promotion, HSE, Eileen Condon VEC, Clare Cashman MFRC and South Tipp. Project Network, John Devane, LEADER, Margo Hayes RAPID co-ordinator, Gavin Cullen, South Tipperary County Council, Breda Corr, RAPID Liaison Office, Pobal,

**Apologies** Fionuala McGeever (Tipperary S.R. VEC), Billy Doyle, Clonmel Borough Council, Alan Price, HSE, Mark Ryan, RAPID co-ordinator, Martin Maher, Co. Libraries, Mary Egan Spafield SPC, Clare Curley, Director of Service, South Tipperary County Council, Tina Kennedy School Completion Programme, Carmel McKenna Suir CDP, Ruth Smith, Tipperary Women’s Network, Ger. Walsh South Tipperary County Council,

**Chairperson:** Mick Cummins DFSA,

Agenda items 1 and 2: The meeting report of the last meeting was adopted (proposed Brigid O’Keefe, seconded Declan Rice). Agenda agreed.

**3 Presentation by Sinead Carr, Director of Service, Community and Enterprise and Planning**

This presentation (attached) outlined a number of ways to restructure the SIM based on feedback from members. A discussion afterwards centred on the benefits of templates, their use by government departments, and the need for space for individuality. The proposals, including standard agenda and the criteria for SIM appropriate material were accepted with a review of their effectiveness at the meeting of November, 2007.

**4 Work plan, Facilitated Discussion.**

The following working group phases were agreed:

**Phase 1:-** An initial examination, perhaps an issue watch, and a consideration of whether or not we have a working group

**Phase 2:-** SIM sub-group to prepare an interagency sub-group report on (a), critical data findings, (b) critical issues, (c) possible options and (d) proposed solutions

**Phase 3 –** Presentation of final document to be a focussed Action Plan

**Phase 4 –** Implementation of the Action Plan and review of progress accordingly

The following report re working groups was discussed:

Suggested Priority	Topics	Phase 1	Phase 2	Phase 3	Phase 4	Additional progress
1	Safety & Security Group	*	*	---	---	Draft Plan prepared and to be circulated to SIM for their consideration
1	Meeting Elderly needs	*	*	*		Action Plan submitted to SIM & agreed. Progressing to implementation stage
1	Integrated Traveller Action Plan	*				Previous Issue watch held and plan drawn up which was presented to SIM. New Plan now required and this plan is being initiated through a DOE/D.O.Taoiseach Directive
2?	Early School Leavers Group					There is a sub-group set up here which had a project proposal – no integrated action plan drawn
2?	Disability issues	*				No interagency group set up to deal with issues (but individual actions carried out) – There is now a nominated HSE Disability worker in Cashel who could actively work with the agencies to progress any integrated action plan if that is what is desired
3?	Migrants issues	*				No interagency group set up – no lead partner identified
3?	Review of unemployment	*				Topic to be referred to Economic PMG
3?	Rural isolation	*				No interagency group set up to deal with issues raised (but individual actions may be carried out

Arising from the discussion of the working groups and the topics above, the following work plan was agreed

Meeting Date	Topics
Sept. 06	Discussion re re-structuring, new standard Agenda etc
Nov. 06	<b>Safety &amp; Security</b> , Phase 3: Discussion & Agreement on action plan <b>Elderly Working Group</b> , Phase 4, Report on Implementation to date and obstacles <b>Integrated Traveller Action Plan</b> Phase 2 Report on critical issues, critical data findings and possible solutions and discussions.

Feb. 07	<b>Elderly Working Group</b> Phase 4 Report on implementation to date and obstacles <b>Safety and Security Group</b> Phase 4 Report on Implementation to date and obstacles <b>Early School Leaving Group</b> , if proceeding, Phase 3, presentation of action plan
April 07	<b>Disability Issue</b> Phase 2 Report on critical issues, critical data findings and possible solutions <b>Rural Isolation</b> , Phase 1, discussion possibly leading to working group etc
July 07	<b>Integrated Traveller</b> Working group Phase 4 Report on recommendations to date and obstacles <b>Disability Issue</b> : Phase 3 Discussion & Agreement on Action plan <b>Safety and Security</b> Phase 4 Report on implementation and obstacles
Sept 07	<b>Rural Isolation</b> possibly Phase 3 Agreement on action plan and discussion <b>Integrated Traveller</b> Working Plan, Phase 4 Report on implementation and obstacles <b>Elderly Working Group</b> Phase 4 Report on implementation and obstacles <b>Safety and Security</b> Phase 4 Report on implementation and obstacles <b>Disability Issues</b> Phase 4 Report on implementation to date and obstacles
Nov. 07	Review of Templates and method of working etc Review of progress on issues areas as per measurable indicators in Action plans of the various working groups Prioritise work programme for 2008
Feb. 08	
April 08	
July 08	
Sept. 08	

Working groups would be asked to examine their topic to see if they could create an Action Plan for discussion and endorsement by SIM

#### 4 Endorsement

The County RAPID report to the National Monitoring Committee (circulated) was adopted subject to noting other grants (to Carrick-on-Suir Rugby club and several under the Scheme of Capital Grants from South Tipperary County Council) as well as to being strengthened with regard to the need for the Tenant Liaison Officers.

#### 5 Date of next meeting

6<sup>th</sup> of November 2006, 2.00 –4.45pm, Minella Hotel

**Attachments: 1 Presentation by Sinead Carr**

#### SIM Restructural Proposal

- Purpose is to look at operating structures
- Clarify function & role of SIM
- Identify issues raised with SIM (positive & negative)
- Identify ways of addressing issues
- Propose a restructured Agenda Format
- Propose a list of template documents for discussion & agreement

#### SIM Restructural Proposal

- Purpose
- CDB is reassessing its operational structures
- Make its Agenda more output and result focussed
- Rationalise way meeting is held
- Requested that each PMG carry out a similar exercise
- Current exercise is SIM's response to this

#### Function & Role

- Forum for coordination & delivery of social inclusion expenditure under the NDP
- Function included
  - Identify SI measures/resources/agencies (*completed*)
  - Secure agreement for co-ordination (*on-going*)
  - Identify opportunitites for joint action (*on-going*)
  - Promote local agreement on best delivery mechansims (*ongoing*)
  - Report to Task Force on Policy gaps (*weakened*)

#### Output Expected from SIM Nationally

- No duplication of Services
- Gaps that are identified & acted upon are either:
  - Providing a better service than is already the case
  - Providing a broader service than is already the case
  - Providing a new service that meets the identified gap

#### Remain Focused on Role

- To retain focus on SIM role as initially set out, recommend that
  - Template is established where each organisation feeds into a database of projects – this to be circulated at each meeting for information purposes. Discussion only if critical issues emerge
  - Details to be kept simple but allows different stakeholders to contact each other if relevant
  - To be co-ordinated by C&E & ensures that duplication issue is addressed on an on-going basis – but responsibility for information is with stakeholders

#### Additional Roles

- Members identified additional important roles that should be retained
  - Networking
  - Endorsement/lobbying
  - Information Sharing
  - Implementation of Agreed Actions
- Board should be able to accommodate all of these roles in a more streamlined fashion

#### *Specific Issues Raised*

- Too much paper/difficult to see what is relevant/question whether some material raised is relevant at Board level/submitted documents to be more focussed and identify critical issues
- Raising Awareness of upcoming Projects:- question as to relevance of some of these projects to the work of the Board
- Raising awareness of projects that have an interagency focus – this is relevant but needs to be better managed to sell idea

#### *Specific Issues Raised*

- Unfocused;- perception that work can get lost in huge amount of detail leading to an unfocused response/engagement
- Difficult to know what SIM is about, particularly if new
- Has SIM made a difference ? Perception that we are good at raising issues but not at resolving problems – feeling of ineptness
- Feedback – need for more direct measurable feedback in relation to achievements

#### *Specific Issues Raised*

- SIM & Endorsement:- Is SIM being used as a rubber stamp and does this reduce its strength as a lobbying tool?
  - More productive role for endorsement of plans at beginning of process (networking/influencing)
- Lack of Direction to SIM from Issue watches – perception that some issue watches are not specific in their requirements of the Board – need to structure this better
- Inappropriate Items Raised:- At times items can be raised that are not appropriate at SIM level – guidance required in this area

#### *Specific Issues Raised*

- Perception that some SIM issues are fund driven rather than strategically driven – need to manage this better from SIM's perspective (does not mean that projects cannot still go ahead – just that it does not need a SIM role)
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- A refocused agenda and a change in the manner in which we do business in the future should assist in addressing a number of these shortcomings
- BUT – needs buy in of members and the active participation of members when we are seen to slide back into the old ways of doing things

#### Proposed New Structures (Agenda)

- Adoption of Draft Agenda (2 mins - housekeeping)
- Adoption of Minutes (3 mins – housekeeping)
- Progress of 2007 Work Programme (50 mins – action implementation)
- New Collaborative Actions (7 mins – service provision)
- Stakeholder Brief (7 mins – info sharing/networking)
- New Plan Preparation (7 mins – info sharing/networking)
- Project Endorsement ( 7 mins – information sharing)
- Project Updates (paper document only to be noted) (info)
- Close of Meeting (total 80 mins!!)
- *All of the Above items may not be included on any one day & Chair has flexibility to allow others to be introduced on an exceptional basis*

*Itemised Agenda Items*

- 3) 2007 Work Programme Progress
  - Report of progress of existing working groups
  - Setting up of new groups/addressing new issues
- This is the critical work of SIM. Depending on the number of sub-groups set up and operable under SIM, may decide that 2 sub group reports per meeting would be sufficient in order to ensure they are tackled in sufficient detail.
- *Template for reporting back of sub-group work to be presented for decision*

*Itemised Agenda Items*

- 4) New Collaborative Actions
  - Differs to No. 7 as this will not be a SA Activity and will need assistance of others to progress. Criteria to be agreed which would ensure that only the appropriate projects/actions are raised at SIM level and template to be agreed to ensure there is a standard presentation format .
  - *Criteria & Template to be presented for decision*
- 7) Project Endorsement :-
  - Differs to Plan endorsement (see Agenda item 6). Refers to Stakeholders need to mainstream project; extend funding period; maintain existing project once it has reached its conclusion date etc. Need to ensure that details provided at SIM are relevant and purposeful and that Board are aware of what they are endorsing & agreeing to.
  - *Template to be provided for decision*

*Itemised Agenda Items*

- 5) Stakeholder Brief
  - This is to address lack of knowledge of other sectors. Template to be used to allow various stakeholders to provide a brief presentation as to their role/function; client base; number of SIM actions they are involved with & sub-groups they are working on; feedback structures to their own organisation also to be included
  - Some discussion time will be allowed
  - *Template to be presented for decision*

*Itemised Agenda Items*

- 6) New Plan Preparation
  - This is to allow an opportunity for various stakeholders to influence the preparation of plans and to input at an early stage (ensuring no duplication and highlighting areas for optimising impact by working with other sectors). Content could include the purpose of the plan; the issues; options being considered; timeframe for input. Discussions will be facilitated
  - *Template for presenting this information to be presented for decision*

*Itemised Agenda Items*

- 8) Project Update
  - Template to be agreed. Could include purpose, target, aims, what organisations may have an interest etc– generally no discussion (stakeholders can tic tac after the meeting in relation to specific areas of interest).
  - *Template format to be presented for decision*

*Addressing other Issues*

- Too much paper;
  - proposing that templates be provided which would allow presentations/documents/information to be broadly standardised whilst ensuring that all relevant information for SIM is included
  - Where relevant agree criteria which would allow an assessment as to what was relevant at SIM level
  - Working Groups are the areas where most detailed work is to take place. 4 SIM Phases recognised - Phase 1 - Issue Watch (& SIM agrees sub-group set up & sets out brief); Phase 2 – critical research findings to be brought to SIM; Phase 3 – presentation of Document to SIM (to include actions, timeframes, measurable outcomes and lead agencies;)
  - Phase 4 – progress Report on implementation of Actions Plan to SIM

*Addressing Other Issues*

- C&E to prepare an induction package for new members
- Stakeholder handover Template to be agreed
  - Ensure each agency uses this for new replacements
- If additional documents still are being circulated over and above that agreed for Agenda, develop 1 page template which
  - Details broad content of the document
  - Identify what agencies/sectors may have an interest
  - Identify where that document can be acquired as a full document
  - Responsibility of Stakeholder to fill in details & submit to Secretary

*Conclusion*

- Attempt has been made to try and identify the areas of frustration
- Based on this, suggesting reorganisation of Agenda and format of same
- SIM need to make a decision on the following

Decisions Required

- Agree new Agenda Format
- Agree Work Programme
- Agree Template for New Project Updates
- Agree Criteria for New Collaborative Actions
- Agree Template for New Collaborative Actions
- Agree Template for Project Endorsement
- Agree Stakeholder Brief Template
- Agree Template for New Plan Presentations
- Template for 2007 Implementation Programme Progress Report to be drawn up later for agreement
- Stakeholder handover Template to be agreed