



## **Local Community Development Committees (LCDC) – Children & Young People's Services Committees (CYPSC)**

### **Guidance Document**

## 1. Purpose of this document

This document describes how Local Community Development Committees (LCDC) and Children and Young People's Services Committees (CYPSC) will work together to ensure the best outcomes for all children and young people in each LCDC area. The document also sets out how engagement between the structures should be progressed.

The document will complement and frame arrangements contained in the **joint protocol between a Local Community Development Committee (LCDC) and a relevant local statutory structure, committee or other body established by a State organisation**, having regard to the wider remit and strategic role on issues regarding children and young people beyond that of other local bodies with which the LCDC would normally engage. See appendix 4.

## 2. Respective roles

### 2.1 LCDC:

Under Section 49A of the Local Government Act 2001, each local authority has established at least one LCDC for the purpose of developing, co-ordinating and implementing a collaborative and integrated approach to local and community development within their administrative area.

LCDC bring together local authority members and officials, State agencies and people working with local development, community development, and economic, cultural and environmental organisations, to implement a cross-sectoral approach to the planning and implementation of local and community development programmes and interventions. The majority of LCDC members are drawn from non-statutory interests. (see Appendix 2 for further details).

LCDC have primary responsibility for co-ordinating, planning and overseeing local and community development spend. They will deliver on this primarily through implementation of the community elements of six-year Local Economic and Community Plans (LECP)<sup>1</sup>.

The LECP seeks to ensure effectiveness, consistency, co-ordination and avoidance of duplication in all publicly funded local and community interventions. It seeks to add value to the services delivered locally by bringing about greater integration and coordination of publicly funded services and programmes.

The LECP must be consistent with County Development Plans, the new Regional Spatial and Economic Strategies (when developed) and policy initiatives under the Action Plan for Jobs and Regional Action Plans for Jobs.

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<sup>1</sup> The economic elements of the LECP will be developed by the Local Authority under the oversight of the Strategic Policy Committee for Economic Development. The LECP as a whole, including both the economic and community elements, will be adopted by the Local Authority.

## 2.2 CYPSC:

Children and Young People’s Services Committees bring together a diverse group of agencies in local county areas to engage in joint planning and co-ordination of services for children and young people from birth to age 24 years. They develop a Children and Young People’s Plan (CYPP) which provides for priorities affecting the child and youth population.

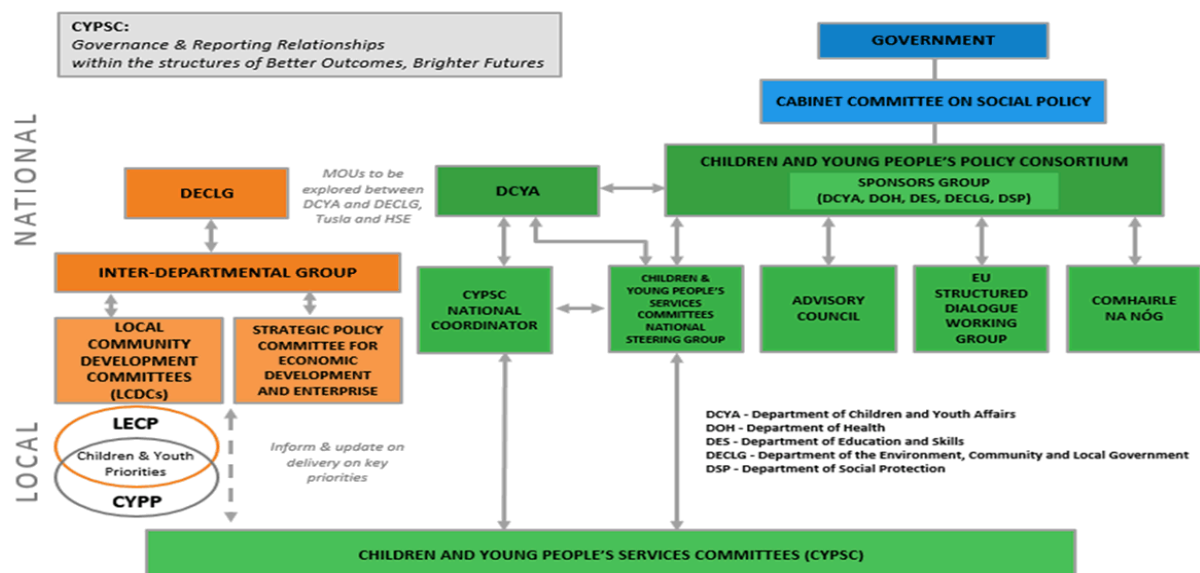
CYPSC are county-level committees that provide a forum for joint planning and co-ordination of activity and for oversight of local policy and provision. Their role is to enhance interagency co-operation and to realise the five national outcomes<sup>2</sup> set out in *Better Outcomes, Brighter Futures: The National Policy Framework for Children and Young People, 2014-2020*.

Noting the clear shared vision and principles between LCDC and CYPSC, each committee will work to identify and inform a shared agenda with respect to the 0-24 year old cohort, working to the principles of efficiency, effectiveness, co-ordination and collaboration.

A more detailed description on roles and structures can be found in:

- Guidelines for the Establishment and Operation of Local Community Development Committees; and
- Blueprint for the Development of Children and Young Peoples Services Committees [www.dcy.gov.ie](http://www.dcy.gov.ie) (key actions from Appendix 1 are contained below at Appendix 1)

The respective relationships as they exist within the wider policy context are as captured in the following diagram:



<sup>2</sup> That children and young people are active and healthy; achieving in all areas of learning and development; are safe and protected from harm; enjoy economic security and opportunity; and are connected, respected and contributing.

### **3. The Local Economic Community Plan and the CYPSC Children & Young People’s Plan**

The work and planning of both groups in respect of children and young people is framed by *Better Outcomes, Brighter Futures*. This provides the overarching framework for the development and implementation of policy and services for children and young people. The commitments in *Better Outcomes, Brighter Futures*<sup>3</sup> have the backing of all Government Departments. The Framework is recognition by Government of the need to connect all of the resources available to support our vision for children and young people. Beyond the general principles shared by all stakeholders, there are a number of areas for progression that are of mutual interest for the Department of Children and Youth Affairs and the Department of the Housing, Planning and Local Government. These include: -

- ensuring that local county-level implementation and monitoring through the CYPSC will be formally linked with LCDC, and
- ensuring consistency between the priorities for children and young people set out in the *Better Outcomes Brighter Futures* Framework and the priorities and actions set out in the relevant LECP.

#### **3.1 Local Economic Community Plan:**

Each LCDC is required to produce a six-year LECP comprising two elements —

- a local economic element (to be prepared by the local authority); and
- a community element (prepared by the LCDC).

Both elements will be integrated and adopted as one plan by the Local Authority. The LECP will concentrate on high level priorities where collaboration by local agencies and integrated approaches to service delivery will yield better outcomes for communities. It will signpost areas of critical need or opportunity. Agencies operating in the city or county must incorporate the relevant LECP priorities in their operational plans.

The LECP will not be a schedule of all activities to be conducted by local and community groups in the local area. Rather, it will identify broad goals towards which all groups will strive and identify actions which a group or groups will commit to deliver.

#### **3.2 Children and Young People’s Services Committees Plan - Children and Young People’s Plan**

The Children and Young People’s Plan (CYPP) will be developed in the context of the broader LECP process. Each CYPSC develops a three-year CYPP. Key priorities will be agreed between the CYPSC and the LCDC for inclusion in the LECP. These key priorities will contribute to the overarching objectives of the LECP. The CYPSC will report to the LCDC on the priorities and actions assigned to it under the LECP.<sup>4</sup>

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<sup>3</sup> The range of commitments outlined in *Better Outcomes, Brighter Futures* are listed in the extract from the Blueprint for the Development of CYPSC included in Appendix 1

<sup>4</sup> The CYPSC planning and reporting process is currently in re-development, these principles will be integrated into any new arrangements and will consider how the process may be enhanced.

This does not preclude any remaining priorities and actions being addressed by the CYPSC and their member agencies. The CYPP will both complement and expand upon the key LECP priorities relating to children and young people to give more detailed expression to the agreed activities within its remit.

The three-year CYPP will be subject to further refinement and an annual work programme will be developed to ensure that evolving priorities (national and local) can be addressed and progressed. As the timescales of the LECP and CYPP differ, it will be important that the annual work programme reflects current priorities and is responsive to emerging needs and trends.

#### **4. Mechanisms for engagement**

In considering mechanisms for engagement, the following points are noted —

- **Geographical Boundaries of CYPSC and LCDC**— LCDC boundaries match those of the local authority except in Cork County, where there are three LCDC. CYPSC boundaries match those of the local authority; however, in some areas a CYPSC may cover two local authority areas, for example Sligo Leitrim CYPSC.
- **Membership of CYPSC and LCDC** — A mix of statutory and non-statutory bodies are represented on both. There is a potential for duplication in this regard and local engagement arrangements will seek to mitigate unnecessary overlap or duplication. See Appendix 2.

In developing engagement approaches, LCDC and CYPSC will focus on mechanisms that maximise the sharing of information in relation to the 0-24 year old age cohort. The key engagement will be through the development and implementation of LECP actions, which will be reflected and where relevant delivered through the CYPSC Children and Young People's Plan. The initial engagement will be led by the LCDC as part of the LECP consultation process, at which stage priorities and actions for children and young people will be identified.

CYPSC in the main do not have direct representation on the LCDC. On-going engagement on areas of mutual interest will be arranged, therefore, between the Chief Officer or Director of Service and the CYPSC Chairperson and CYPSC Co-ordinator. This engagement can be supported by a locally tailored formal agreement based on the existing template at Appendix 4.

#### **4.1 Engagement at the National Level**

Engagement and communication at national level will be facilitated by the National Steering Group for CYPSC. The role of this Group is to provide guidance and advice on strategic, policy and operational issues relevant to CYPSC. The Chair of the CYPSC NSG is a member of the national Children and Young People's Policy Consortium and will use that forum to promote the work of CYPSC and to highlight issues that may require consideration at a national level. The CYPSC National Steering Group comprises representatives from the Department of Housing, Planning, Community and Local Government, and from Local Government itself.

Where necessary, DHPCLG and DCYA will engage regularly to address any national issues that may impact on the function and operation of the respective committees, insofar as the issues overlap.

An Inter-Departmental Group on Local and Community Development, comprising key funding Departments, State Agencies and Local Government representatives has been established to support engagement and collaboration by local bodies and statutory structures in the work of LCDC (see Appendix 3 for membership). The focus of this Group is to secure a continued focus on the long-term

support of central funding departments and agencies for the actions in the LECPs. This will be important for securing long-term local commitment to the implementation of plans.

#### **4.2 Developing Shared Priorities concerning Children and Young People**

LECP priorities relating to children and young people will be identified through consultation with CYPSC and having specific regard to the priorities identified in existing plans and processes. To allow for the differing timescales of the respective plans—

- LCDC will engage with CYPSC to inform the priorities for new LECPs as they relate to children and young people and having regard to the CYPSC Plan currently in place; and
- Where the LECP is agreed and in place, the CYPSC Plan will be developed or revised to reflect the agreed priorities and ensure that actions and indicators in the CYPSC Plan do not conflict with those in the LECP.
- The CYPSC annual work programme will allow for specific actions and deliverables based on emerging needs and trends including those identified through the LECP.

To support this interaction, the CYPSC will take account of the priorities identified in the LECP to ensure consistency between the CYPSC Plan and the LECP priorities and objectives and to reduce duplication and overlap.

See template protocol at Appendix 4 for managing the relationship between LCDC and CYPSC.

#### **4.3 Communications between respective committees**

Exchange of information locally will be facilitated via the relevant local authority Director of Service (or equivalent). Directors of Service are CYPSC members and, in many cases, are vice-Chairs of CYPSC.

The Local Authority will ensure consistent, senior representation on the CYPSC to maintain communications and on-going engagement with regard to issues relating to children and young people.

#### **4.4 Local Joint Protocols**

Mechanisms for engagement will be agreed locally based on the template for a joint protocol at Appendix 4 issued by DHPCLG. LCDC and CYPSC will be guided by the following key principles, which underpin *Better Outcomes, Brighter Futures* (together with those principles underpinning the joint protocol at Appendix 4)—

- **Children's rights:** The rights of children as outlined by the UN Convention on the Rights of the Child (UNCRC) are recognised and child-centred-approaches are adopted.
- **Family-orientated:** The family is recognised as the fundamental group of society and the natural environment for the growth and well-being of children and young people.
- **Equality:** The diversity of children and young people's experiences, abilities, identities and cultures is acknowledged, and reducing inequalities is promoted as a means of improving outcomes and achieving greater social inclusion.
- **Evidence-informed and outcomes-focused:** To be effective, policies and services must be supported by evidence and focused on the achievement of agreed outcomes.

- **Accountability and resource efficiency:** Clear implementation, monitoring and accountability mechanisms and lines of responsibility for delivery are in place to drive timely and effective policy implementation.

## Appendix 1 Actions from the Blueprint for the Development of Children and Young People's Services Committees

Key Actions	Partners	Timeframe
<b>National roll-out</b>		
The roll-out nationally of Children's Services Committees [now Children and Young People's Services Committees] in a co-ordinated fashion, connecting them with Local Government and Tusla – Child and Family Agency. ( <i>Better Outcomes, Brighter Futures, G47, p. 40</i> )	DCYA, Tusla, LCDC, Local Government and National Co-ordinator for CYPSC	2015
<b>Planning and Co-ordination</b>		
Ensure planning and co-ordination of parenting supports at local level through Children's Services Committees [now Children and Young People's Services Committees]. ( <i>Better Outcomes, Brighter Futures, G2, p. 28</i> )	Local CYPSC, Tusla, DCYA, DJE, HSE, Local Government and National Co-ordinator for CYPSC	2016
Streamline planning and decision-making structures at local level, including Children's Services Committees [now Children and Young People's Services Committees], to be consistent with the Government's public sector reforms, and specifically the alignment of Local Government and Local Community Development Committees. ( <i>Better Outcomes, Brighter Futures, G52, p. 40</i> )	Local CYPSC, DCYA, Tusla, Local Government, DHPCLG	2015
Use the intelligence from Children's Services Committees [now Children and Young People's Services Committees] in relation to local need and priorities to inform the allocation of national and local funding streams. ( <i>Better Outcomes, Brighter Futures, G68, p. 43</i> )	DCYA, DHPCLG, DH, Tusla, HSE, AGS, Local Government and National Co-ordinator for CYPSC, Local CYPSC	2016 and 2017
Finalise guidance document on Children and Young People's Services Committees (CYPSC) and Local Community Development Committees (LCDC).	DCYA, DHPCLG	2015
Explore the development of Memorandums of Understanding between CYPSC and relevant agencies.	DCYA and others	2015

Key Actions	Partners	Timeframe
Develop guidance on the relationship between CYPSC and other agencies	National Coordinator for CYPSC and DCYA	2015
<b>Resources</b>		
Put in place an agreed resourcing framework for Children's Services Committees [now Children and Young People's Services Committees], drawing on existing financial support from Tusla, Local Government and DCYA. ( <i>Better Outcomes, Brighter Futures</i> , G48, p. 40)	DCYA, Tusla, Local Government	2015
<b>Monitoring, Reporting, Learning and Evaluation</b>		
Ensure local county-level implementation and monitoring through the Children's Services Committees [now Children and Young People's Services Committees], which will be formally linked with the new Local Community Development Committees (LCDC) being established in each Local Authority area under an initiative of the Department of Housing, Planning, Community and Local Government. ( <i>Better Outcomes, Brighter Futures</i> , Commitment 3, p. 113)	DCYA, Local Government	2015
<b>Implementation</b>		
New implementation guide to be developed for CYPSC, bringing together and updating existing operational documentation.	National Co-ordinator for CYPSC, DCYA, local CYPSC	2015
Implementation support to new and established CYPSC.	National Co-ordinator for CYPSC	2015, 2016, 2017
Capacity-building: Training for local CYPSC leadership.	National Co-ordinator for CYPSC, DCYA, local CYPSC	2015, 2016, 2017
Annual event for CYPSC.	National Co-ordinator for CYPSC, local CYPSC National Steering Group, DCYA	2015, 2016, 2017
Guidance on enhancing children and young people's participation in CYPSC.	DCYA, National Co-ordinator for CYPSC, local CYPSC	2016
Transmit learning on evidence-informed approaches emerging from existing DCYA initiatives with a view to informing the work and planning of local CYPSC.	DCYA	2016



Key Actions	Partners	Timeframe
<b>Communications</b>		
National CYPSC Communications plan and materials.	National Co-ordinator for CYPSC	2015

## **Appendix 2 – Membership of Committees**

### **Membership of LCDC**

The majority of LCDC have a membership of 19, this provides for a maximum of nine public sector members and a minimum of 10 private sector members.

Public sector members include—

- local authority members,
- local authority officials, and
- State agencies and Departments – primarily Department of Social Protection, Health Service Executive and Education and Training Boards.

Private sector interests are drawn from—

- community and voluntary interests,
- social inclusion interests,
- environmental interests,
- local development and community development bodies,
- farming/agriculture interests,
- business/employer interests,
- trade union interests, and
- other relevant local and community interests.

### **Membership of CYPSC**

Membership includes representatives from the following sectors and organisations:

- Tusla-Child and Family Agency;
- Local Authority;
- Health Service Executive;
- Education and Training Board;
- An Garda Síochána;
- Representatives from community and voluntary sector providers for children and young people;
- Irish Primary Principals' Network (primary school sector);
- National Association of Principals and Deputies (post-primary school sector);
- City/County Childcare Committee;
- Probation Service;
- Department of Social Protection;
- A young person aged 18-24;
- Third-level institution located in or close to the CYPSC area;
- National Educational Psychological Service;
- Social inclusion partners (e.g. Local Development Company).

### **Appendix 3 Membership of Inter-departmental Group on Local and Community Development**

- Department of the Housing, Planning, Community and Local Government (Chair)
- Department of Social Protection
- Department of Children and Youth Affairs
- Department of Justice
- Department of Arts, Heritage and Gaeltacht
- Department of Education and Skills
- Department of Jobs, Enterprise and Innovation
- Department of Health
- Health Service Executive
- County/City Managers Association
- Pobal

## **Appendix 4 – Protocol developed by the Department of Housing, Planning, Community and Local Government**

### **Introductory Note re template for a joint protocol between a Local Community Development Committee (LCDC) and a relevant local statutory structure, committee or other body established by a State organisation**

The attached template is a guide to the structure of a local interagency protocol to establish engagement arrangements between a Local Community Development Committee (LCDC) and a local statutory structure, committee or other body established by a State organisation, that is involved in local or community development and that is not a member of an LCDC. Engagement will relate to the development and implementation of the community element of the Local Economic and Community Plan. **This template is a guide and can be further amended and adapted to local circumstances depending on the role and function of the body concerned and the nature of its relationship with the LCDC.**

The success of interagency protocols will be largely dependent on a climate of commitment and cooperation between LCDC and these bodies. All concerned must be willing to work together to build and maintain good working relationships.

**Template for a joint protocol between [XX] Local Community Development Committees (LCDC) and [YY] local statutory structure, committee or other body established by a State organisation, that is involved in local or community development**

**Introduction and Context**

The Local Government Reform Act 2014 provides for the establishment of LCDC in all local authority administrative areas *“for the purposes of developing, coordinating and implementing a coherent and integrated approach to local and community development.”*

In this regard, each LCDC brings together local authority members and officials, State agencies and people actively working with local development, community development, and economic, cultural and environmental organisations to implement a joined-up, cross-sectoral approach to the planning and implementation of local and community development programmes and interventions. In this context, a key function of the LCDC is to prepare and implement the community element of a Local Economic and Community Plan (the Plan) in line with guidelines issued by the Minister for Housing, Planning, Community and Local Government (ref LG 1/2015; AL 1/2015).

In pursuit of a collaborative approach and coherent response to local priorities, the planning and implementation role of local statutory structures, committees or other bodies established by a State organisation, that are involved in local or community development activity is recognised as important in the context of the work of the LCDC. Such stakeholders could include bodies such as Children and Young Peoples Services Committees; Traveller Inter-Agency Groups; Drugs and Alcohol Task Forces and Joint Policing Committees (this list is not exhaustive). However, as LCDC membership is tightly defined, it is not possible to provide a representative seat for all such bodies, so in order to optimise the coordinated planning of their work, it is important to have appropriate linkages and engagement between them and LCDC.

The key interaction between the LCDC and the above mentioned bodies will be through the development and ongoing implementation of the Plan.

**Purpose of Protocol**

This protocol sets out the arrangements and responsibilities of local statutory structures, committees or other bodies established by a State organisation that are involved in local or community development activity, in regard to inter-agency co-operation in the context of the work of LCDC and the preparation and implementation of the community element of the Local Economic and Community Plan (the Plan).

**Parties to the Protocol**

This protocol is an agreement between [XX LCDC] and [YY structure].

## **Key Principles**

The parties to this protocol should be guided by the following key principles:

- an understanding of their respective roles and responsibilities;
- an understanding of local sub-county/city issues and concerns;
- a focus on outcomes for local communities through the implementation of the community element of the Plan;
- mutual respect of each other's validity and interests;
- working together in a spirit of meaningful cooperation and open, transparent communication;
- respect for equity and diversity;
- decision making should be based on consensus.

## **Roles and Responsibilities**

### ***Local Community Development Committee***

[XX LCDC] seeks to pursue a collaborative approach in response to identified local priorities, and to work in partnership with [YY structure] to bring about a coherent approach to delivering services which addresses these priorities.

In this context, as part of the consultation process for the development of the Plan set out in guidelines issued by the Minister for Housing, Planning, Community and Local Government (ref: LG 1/2015; AL 1/2015), [XX LCDC] will engage with [YY structure] in its consideration of the community elements of the Plan to agree strategic priorities and actions that will be included in the Plan and implemented by the relevant member agencies of [YY structure]. [XX LCDC] also undertakes to engage with [YY structure] on an on-going basis to monitor the implementation of the agreed action(s), and to agree revisions, where necessary, to these actions arising from changes to local conditions.

### ***Local Structure [insert title]***

***Insert role/mandate/responsibilities of local structure***

## **Agreement**

The parties to this protocol agree to put in place arrangements to support the better coordination of service delivery at local level and bring a more joined-up approach to the implementation of the community element of the Local Economic and Community Plan (the Plan) for [insert county/city area].

To this end, the parties to this protocol commit to the following:

- [XX LCDC] will consult with [YY structure] in relation to the Plan, in line with the arrangements set out in guidelines issued by the Minister for Housing, Planning, Community and Local Government (ref: LG 1/2015; AL 1/2015).
- Based on its existing plans and research, the [YY structure] will identify priorities and associated actions regarding its area of interest and responsibility, for consideration by [XX LCDC].
- Based on these identified priorities and actions, [XX LCDC] will liaise with [YY structure] to finalise and agree the priorities and actions to be included in the Plan. These agreed priorities and actions will also be included in [YY structure]'s operational plan.

- [YY structure], on behalf of its relevant member agencies, commits to delivering the agreed actions in the Plan.
- Taking account of existing monitoring and reporting arrangements, [XX LCDC] and [YY structure], on behalf of its relevant member agencies, will agree associated measurable timescales and indicators that will be used to monitor progress on these actions.
- In order to minimise unnecessary duplication and overlap, [YY structure] will ensure that its [activities] operational plan is consistent with the overall priorities and objectives of the Plan.

### **Reporting and Monitoring Arrangements**

- Following the publication of the Plan, [YY structure] will attend a meeting of the LCDC on an annual basis [or other frequency agreed by the parties concerned]. The purpose of these meetings will be to present [XX LCDC] with a Progress Report on actions in the Plan for which its relevant member agencies are responsible and to outline the extent to which [YY structure]'s activities [operational plan] are consistent with the Plan.
- The Progress Report will identify whether the actions in the Plan for which the relevant member agencies of [YY structure] are responsible are on track, completed, delayed or cannot be completed. The Progress Report will also outline the extent to which [YY structure]'s activities during the previous [period] are consistent with the Plan.
- [XX LCDC] and [YY structure] will agree appropriate arrangements to address any actions or activities which are delayed, cannot be completed or are not consistent with the Plan.
- [XX LCDC] may, as necessary, invite [YY structure] to attend a meeting outside of the scheduled meetings to address matters of joint concern to [XX LCDC] and [YY structure] and to agree appropriate action.

### **Resolving Disagreements**

- [XX LCDC] and [YY structure] are committed to resolving disagreements in relation to the Plan. Meaningful engagement at the early stages of development of the Plan and the early recognition of problems and a shared commitment by the parties to this protocol to deal with problems is key to resolving differences. Solving issues within this interagency forum is the preferred approach.
- However, if issues cannot be resolved, then [XX LCDC] may, for the purposes of ensuring consistency with the objectives of the Plan and in accordance with section 128F(4) of the Local Government Act 2001, as inserted by section 36 of the Local Government Reform Act 2014, make recommendations to the relevant public authority or publicly funded body, as to the way in which the local and community development programmes and related policies or strategies of such public authority or publicly funded body should be developed or operate.

### **Involvement in Sub-Committees and Task Groups of the LCDC**

- [XX LCDC] will give priority to participation by [YY structure], as appropriate, on sub-committees established to work on relevant thematic areas or priorities.

### **Adjustments to the Plan**

- Any necessary adjustments to the Plan by either party to the protocol will be flagged at the earliest possible convenience and will be discussed and addressed at the next scheduled meeting, or in accordance with any Ministerial guidelines in relation to the Plan.

### **Indemnity**

- [XX LCDC] shall accept no financial or legal responsibility for the work of, or any issues arising from the work of, [YY structure] in the implementation of the Plan.
- [YY structure] is responsible for any staff or volunteers working on these actions and agrees that [XX LCDC] and [ZZ City/County Council] have no legal or financial obligations arising therefrom.
- [YY structure] will comply with all relevant statutory and legal obligations in respect of all matters relating to the actions attributed to it under the Plan.

### **Publicity**

- [XX LCDC] may make reasonable requests to [YY structure] to give appropriate recognition to [XX LCDC] in certain materials relating to actions included in the Plan.
- [XX LCDC] shall give appropriate recognition to [YY structure] involvement in the Plan as may reasonably be required in materials concerning the Plan.

### **Implementation Date**

This protocol has been adopted for implementation with effect from [date].

### **Review of Protocol**

- The protocol will be reviewed periodically (every 3 years is recommended) by both parties to the protocol with a view to strengthening and improving engagement particularly in relation to the implementation of the Plan.



**Agreement:**

We the undersigned agree to comply with the commitments set out in this protocol.

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**[Insert name of Chief Officer/Director of Service]**  
**Chief Officer**  
**[insert name of county/city] Local Community and Development Committee**

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**[Insert name of signatory ]**  
**[Insert title of signatory]**  
**[insert name local structure/committee]**

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**[Insert Date]**