

**The Heritage Council  
An Chomhairle Oidhreachta**

Operating Procedures

An  
Chomhairle  
Oidhreachta



The  
Heritage  
Council

**OCTOBER 2005**

## **MISSION STATEMENT**

The Heritage Council seeks to protect and enhance the richness, quality and diversity of our national heritage for everyone. It works with its partners, particularly at local level, to increase awareness of our national heritage and to highlight its importance to public policy and everyday life.

## **KEY AREAS**

### **Heritage Information - collection and dissemination**

To advise on and contribute to the development of a comprehensive heritage database, and to ensure the effective use of heritage data in policy formulation and decision-making.

### **Advice to the Minister**

To propose high quality advice to the Minister on policies and priorities relating to the national heritage.

### **Placing heritage in the heart of public life**

To influence the shaping of public policy, ensuring that it is fully informed and takes full account of heritage issues.

### **Local authorities and heritage management**

To support local authorities, as the Council's key partners, in the integration of heritage conservation into their activities, and the enhancement of heritage at the local level.

### **Raising awareness and appreciation of our heritage**

To facilitate and build on increased awareness, understanding and enjoyment of the heritage among the community.

### **Best practice in heritage conservation and management**

To promote and advise on best practice standards for heritage conservation and management among practitioners.

## **TABLE OF CONTENTS**

<b>1.</b>	<b>Council Members and Staff</b>	<b>3</b>
<b>2.</b>	<b>Council Meetings</b>	<b>6</b>
<b>3.</b>	<b>Sample Staff Minutes</b>	<b>19</b>
<b>4.</b>	<b>Staff Performance Management Programme</b>	<b>22</b>
<b>5.</b>	<b>Staff Foreign Travel Form</b>	<b>29</b>
<b>6.</b>	<b>Staff Expenses</b>	<b>31</b>
<b>7.</b>	<b>Heritage Training &amp; Development Programme</b>	<b>33</b>
<b>8.</b>	<b>County Heritage Plan Procedures</b>	<b>35</b>
<b>9.</b>	<b>Grants Criteria (See Annual Booklet)</b>	

## **COUNCIL STRUCTURE**

**THE HERITAGE COUNCILMEMBERS  
CONTACT DETAILS**

NAME	ADDRESS		TELEPHONE/EMAIL	FAX
Dr. Tom O'Dwyer	Mountain View, Lissava, Cahir Co. Tipperary	24 Villa Nova Mount Merrion Ave Blackrock Co. Dublin		
Dr. Bill Colfer	Slade Fethard on Sea New Ross Co. Wexford			
Prof. Gabriel Cooney	School of Archaeology, Newman Building, UCD Belfield , Dublin 4			
Mr. Ted Creedon	Ballintaggart, Dingle, Co. Kerry			
Ms. Betty Coffee	Ounavarra, Corrig Avenue, Dun Laoghaire, Co. Dublin			
Dr. Brendan Dunford	Burrenbeo Teoranta, Moy, Kinvara, Co. Galway			
Mr. Donal Enright	Principal Officer, Dept. Of Environment, Heritage and Local Government, Dun Scéine, Harcourt Lane, Dublin 2			
Ms. Deirdre Ellis-King	City Librarian, 138-144 Pearse Street, Dublin 2			
Dr. Caro-lynn Ferris	Countryside Access & Activities Network, The Stableyard, Barnett's Demesne, Belfast BT9 5PB			
Ms. Rhonwen Hayes	Windmill Hill, Rathcoole, Co. Dublin			
Mr. Maurice Hurley	City Archaeologist, Cork Cooperation, City Hall, Cork			
Ms. Mary Keenan	The Tree Council of Ireland, The Park, Cabinteely, Dublin 18			
Mr. Noel Keyes	Ballinapark Lodge, Ballinapark, Ashford, Co. Wicklow			
Ms. Martina Maloney	County Manager, Louth County Council, County Offices, Dundalk, Co. Louth			
Mr. Nioclás O'Conchubhair	Leitirmóir, Co. Gaillimhe			
Ms. Finola Reid	17 Parnell Road, Dublin 12			
Ms. Virginia Teehan	Director, The Hunt Museum, Rutland Street, Limerick			

## **STAFF STRUCTURE**

Michael Starrett	Chief Executive
Liam Scott	HR Manager
Paula Drohan	Financial Controller
Amanda Ryan	Acting Grants Officer
Anne Barcoe	Personal Assistant to Chief Executive and Chairperson

Liam Lysaght	Wildlife Officer
Ian Doyle	Archaeology Officer
Alison Harvey	Planning Officer
Colm Murray	Architect

Beatrice Kelly	Inland Waterways Officer
Isabell Smyth	Communication & Education Officer
Hugh Maguire	Museums Officer

Martina Malone	Support Staff
Maria Reilly	Support Staff
Shirley Kelly	Support Staff

### **Support Set-up**

Anne supports Chief Executive, Chairperson and Alison Harvey

Martina supports Paula Drohan, Hugh Maguire and Colm Murray

Maria supports Beatrice Kelly, Liam Lysaght and Isabell Smyth

Shirley supports Ian Doyle and Liam Scott

### **Committees**

- Standing Committee on Wildlife
- Standing Committee on Architectural Heritage
- Standing Committee on Inland Waterways
- Standing Committee on Archaeology
- Education and Awareness Committee
- Museums and Archives Committee
- Marine and Coastal Committee
- Finance and Audit Committee
- Planning Review Group

## **COUNCIL MEETINGS**

## **2005 COUNCIL MEETINGS**

The 2005 Council Meetings are scheduled as follows. All Meetings will take place in Butler House Kilkenny, except for ones which have yet to be decided.

10<sup>th</sup> February 2005  
14<sup>th</sup> April 2005  
9<sup>th</sup> June 2005  
14<sup>th</sup> July 2005  
13<sup>th</sup> October 2005  
9<sup>th</sup> December 2005

### **Schedule of Council Papers**

All Committee minutes and other relevant papers for the Council meeting should be with Anne Barcoe 12 days prior to the meeting in order to allow time for preparation and mailing to Council Members so they will have ample time to read the papers before the meeting.

### **Format of Minutes**

It is very important that everyone uses the same Style/format when creating the papers for Council. A sample of Council Minutes are attached.

### **Electronic Filing of Minutes**

#### **The minutes should be filed as follows:**

H Drive  
Hcouncil  
Minutes  
Council  
Relevant Year

All minutes should be given a proper document ID Number and the number should be entered in the doc list within the folder

#### **Meetings Folder**

Papers for Council meetings should be filed as follows:

H Drive  
Hcouncil  
Meetings  
Council  
Relevant Year  
Relevant Council Meeting Folder

# SAMPLE COUNCIL MINUTES

AGENDA ITEM: 2.0

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## THE HERITAGE COUNCIL DRAFT REPORT OF MEETING

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Harbour Boardroom, Cork  
14 April 2005

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### PRESENT

Dr. Tom O'Dwyer, Chairperson  
Dr. Simon Berrow  
Ruth Delany  
Deirdre Ellis-King  
Nessa Dunlea  
Maurice Hurley  
Michael MacMahon  
Michael McNamara  
Éamonn McEaney  
Mary Moylan  
Prof. William J Smyth

### IN ATTENDANCE

Michael Starrett, Chief Executive  
Anne Barcoe  
Paula Drohan  
Alison Harvey  
Liam Lysaght  
Isabell Smyth  
Liam Scott

### APOLOGIES

Con Costello  
Nioclás O'Conchubhair  
Tomás Ó Caoimh  
Virginia Teehan  
Primrose Wilson

The Chairman opened the meeting by welcoming everyone to Cork. The Chairman expressed regret on the death of Fr. Tomas O'Caoimh's mother, and Maurice Hurley's mother. The Chairman asked that the Chief Executive send Council's regrets on behalf of Council also to Niochlás whose wife is unwell at present.

### 2. MINUTES OF COUNCIL MEETING OF 10 FEBRUARY 2005

The minutes of the Council meeting of 10<sup>th</sup> February were agreed (proposed by Nessa Dunlea and seconded by Michael Mac Mahon and signed by the Chairperson.

### 3. MATTERS ARISING

#### 3.2 Oireachtas Committee

W. Smyth asked if there was any new information on the meeting which the Chief

Executive attended on 2<sup>nd</sup> February in relation to the ongoing investigation of M3 Motorway proposals relating to Tara and other Sites.

**Agreed:** That The Heritage Council would write to the Minister expressing Council's position on the issues which would impact on the wider landscape should the motorway proceed.

**MS/ID**

#### **7.0 Nominations to Advisory Committee of the EPA**

S. Berrow asked if Clare O'Grady Walsh had taken up the nomination to the EPA. The Chief Executive confirmed that Clare had declined and that B. Kelly had been nominated in her place.

### **4. CHIEF EXECUTIVE'S REPORT**

**The Chief Executive reported.**

#### **4.1 Headquarters Update**

**Noted:** That a Project Team Meeting was held with the OPW on the 10<sup>th</sup> March 2005, to progress the necessary compliance material, as required by the Board's planning permission, i.e. permission is subject to 18 Conditions. For example, Earthsound Ltd. has undertaken a geophysical survey of the site and the OPW has undertaken a detailed building survey. Consultation has taken place with the local authority Fire Officer in relation to emergency access/egress from the building and a Historic Gardens Report for the site is currently being prepared. Finally OPW has agreed to provide monthly progress reports to the Chief Executive for the duration of the project. A date is to be fixed for the follow-up-group to meet.

**MS**

**Agreed:** That a meeting of the Follow up group will be scheduled before the next Council meeting.

#### **4.2 Staffing Update**

**Noted:** That approval has been obtained from the Department of Environment, Heritage and Local Government and Department of Finance to the secondment of Colm Murray, Architect, from the Office of Public Works. Confirmation has been received from the OPW that Mr. Murray will commence employment on May 9<sup>th</sup>. Paula Drohan has been appointed to the post of Financial Controller/IT Officer with effect from 14 March 2005. Linda O'Brien has recently commenced a two-year career break. Interviews for the long-standing vacancy of the Clerical post took place on Monday April 11 in Kilkenny. There were 2 candidates shortlisted for interview. This competition was run in conjunction with Access Ability. Shirley Kelly was the successful candidate and will commence work immediately.

#### **4.3 Local Heritage Grants Awards**

**Noted:** That the Local Heritage Grants Awards Ceremony is scheduled to take place on Sunday June 19<sup>th</sup> in Kilkenny Castle. Having the awards on a Sunday would be a suitable day to attract the media as well as incorporate the family day theme. Mary Kennedy, RTE Presenter has been asked to present the awards.

**FL**

#### **4.4 Freda Rountree Scholarship Launch and Presentation**

**Noted:** That the Freda Rountree Scholarship Launch and Presentation will take place on Thursday May 19<sup>th</sup> at 5:30pm in Charleville Castle, Tullamore. The Evening will begin with some light refreshments at 5:30pm followed with a short presentation of his work by the first Rountree Scholar, Mr Simon Burke. The topic chosen deals with the manner in which heritage issues are presented in the media. The presentation will be followed by an open discussion and the opportunity to share a light finger buffet amongst colleagues, family and friends of Freda.

**MS/AB**

#### **4.5 CNCI and Discovery Programme**

**Noted:** That the most recent meeting of CNCI took place on Tuesday 22<sup>nd</sup> February 2005 and the most recent meeting of The Discovery Programme took place on Tuesday 12<sup>th</sup> April 2005. The Chief Executive attended both of these meetings. There were no substantive issues raised at either meeting.

**Noted:** That there is a proposal to restructure the organisation of the Discovery Programme, this will mean the appointment of a new Directorate and new Chairman during the year.

**Noted:** That W. Smyth requested that the Heritage Council make a request to CNCI that they acquire 4 paintings under their Heritage Fund in order for them to be permanently retained by Cork City and continue to be exhibited in the Municipal Gallery. The paintings will be going on public auction in Cork on May 24<sup>th</sup>.

MS

**Agreed:** That W. Smyth would write to The Chief Executive to bring to the attention of the Chair of CNCI.

#### 4.6. Delegated Responsibilities

**Noted:** That the following awards have been made in line with the Chief Executive's delegated responsibilities.

<i>Date</i>	<i>Detail</i>	<i>Amount</i>
February 2005	Wexford Historical Society Conference – funding for Society's sixtieth anniversary Conference on 'Digging Wexford'	€1,500.00
March 2005	Funding for Film project 'A New Munster' by Cormac O'Duffy	€2,000.00
March 2005	Funding for MESO 2005 Conference in Belfast from 29 August- 2 September 2005 – Peter Woodman UCC	€6,000.00

## 5. REVIEW OF THE PLAN 2001-2005

### The Chief Executive reported:

**Noted: i.** That the Heritage Council Plan 2001-2005 contained a commitment to a monitoring and evaluation programme for the Plan. It was stated that the programme would consist of a combination of ongoing evaluation, annual performance review (incorporated in to the Annual Report) and a long-term evaluation in 2005. During the period since the plan was adopted Council has honoured its commitment through a number of internal and external means, including a variety of management reviews, reviews of its grants programmes for Buildings at Risk and Local Heritage and a mid-term review and evaluation of the programme and priorities contained in the Plan itself.

**ii.** That the process of monitoring and evaluation culminates in the 2005 "long-term evaluation" which was commissioned and carried out externally during February and March 2005. The evaluation examined the actions identified in the Plan 2001-2005 from both a qualitative and quantitative perspective, involving analysis of each of the annual reports, interviews with staff members, interviews with heritage officers and interviews with individuals and representatives of organisations which are "clients" of Councils.

**Agreed:** The content of the report subject to the relevant changes being made as discussed and the insertion of a summary paragraph.

MS

**Agreed:** That members of Council make any comments or amendments to the Chief Executive by May 13<sup>th</sup>.

## 6. FIRST DRAFT OF ANNUAL REPORT 2004

### The Chief Executive reported:

**Noted:** That Under section 22(1) of the Heritage Act, 1995, the Heritage Council must publish a bi-lingual Annual Report by 30 June of each year. Preparation of the Annual Report 2004 began during the first week of February with the initial data collection. Michael Starrett and Anne Barcoe are preparing the report, with input from all the Professional Officers. It is proposed at this stage that the format of the 2004 report will be similar to that of last year with some minor changes to account for the requirements of the Code of Practice for the Governance of State Bodies.

ii. That the central theme to run through the Annual Report for 2004 will be that of Heritage Awareness. This will be picked up in the Chief Executives Report and through careful design particular aspects will be highlighted in each section.

**Noted:** That Council considered and approved the first draft of the Annual Report and would contact the Chief Executive with any comments or edits by May 13<sup>th</sup>.

**Agreed:** That the final draft would be presented to Council on 9<sup>th</sup> June 2005.

MS/AB

## 7. PROPOSED BUDGET 2005

**Noted:** That Council considered its Draft Budget for 2005 at its meetings in 15 July, 14 October and 10 December 2004. The budget presented in December followed detailed discussion with the Department of Environment Heritage and Local Government and, whilst reflecting the priorities identified by Council in July, was modified to allow for those areas where the Department had indicated it would be supportive and seek additional funding. These included the Biological Records Centre, The Local Authority Heritage Officers and Plans, the Palace HQ and aspects of our architectural heritage. Council's draft budget as considered in December was also modified to maintain funding lines for those areas which in July were identified as priorities including the Museums Standards and Accreditation Policy, the Discovery Programme, Communicating Heritage Awareness and Enjoyment, and the Preventive Maintenance Programme.

ii. That the “*Revised estimates for Public Services and Public Capital programme*” published by the Department of Finance on 24 February 2005 showed an allocation of €10,740,000 (including €1,753,000 for Headquarters) for Council. This represents an increase of 4% on its 2004 allocation. However, the Department of Environment, Heritage and Local Government has made a commitment to Council to fund the following extra projects in 2005:

Church of the Most Holy Trinity Waterford	700,000
Russborough House	400,000
Biological Records Centre	<u>600,000</u>
Total	1,700,000

**Agreed:** Council approved the budget for 2005 as presented with the following proviso:

- The Chief Executive and Chairperson continue discussions with Government in order to secure the extra allocation of €1,700,000 for the three projects listed above in paragraph 2.
- A formal offer on the three projects is only made on receipt of confirmation of funding.
- Any savings on Council's budget of €500,000 for administering a standards and accreditation scheme for the museums sector are not re-allocated to any other expenditure head.

## 8. CORPORATE GOVERNANCE QUESTIONNAIRE

**Noted:** i. That the Code of Practice for the Governance of State bodies (the “Code”) was endorsed by Government on 2<sup>nd</sup> October 2001 and was subsequently promulgated to all State Bodies by the relevant parent Departments and made available in both hard copy and electronic format on the Department of Finance Website.

ii. That a review of the Code is now being undertaken. A questionnaire has been prepared for completion by each State Body and its parent Department. The questionnaire comprises of a compliance checklist to be completed by the State body concerned and a request for observations and/or suggestions for improving each element of the Code to be completed separately by both the State body and the parent Department. In addition, it is intended that each Department would provide an overview of the general application of the Code to all of the bodies under its aegis. The completed questionnaire was sent back to the Department but was subject to full consideration by the Board and signature of the Chairman.

**Agreed:** Council agreed with the questionnaire as completed subject to clarification on two items being made by the Chief Executive.

MS/AB

## **9. ESTABLISHMENT OF A NATIONAL BIOLOGICAL RECORDS CENTRE**

**Noted:** That in line with earlier direction to the Heritage Council from the Minister of Environment Heritage and Local Government, the Heritage Council has sought to maintain the momentum with regard to the establishment of a National Biological Records Centre in Waterford. Ongoing discussions between the Heritage Council and the Waterford Institute of Technology and between the Heritage Council and the Department of Environment, Heritage and local Government have identified two substantive issues in need of resolution. These are

- the basis on which staff can be appointed and
- the exact nature of the agreement between the Heritage Council and WIT

**Noted: i.** That Staff appointment within the public sector is currently severely restricted and Council, following discussion with the Department of Environment, Heritage and Local Government, has put forward 4 options through which staff could be recruited and which merit consideration.

ii. That the agreement with WIT will need to demonstrate clearly that the partnership arrangement sees the Centre established under the auspices of the Heritage Council with all funding being provided to Council to meet capital costs of the Centre's development together with ongoing administrative/running costs. The WIT will provide a premises as earlier identified together with back-up and support for staff of the Biological Records Centre as agreed. An initial draft agreement is included.

**Agreed:** That the Chief Executive would pursue this with Tom Corcoran in the Department.

MS/LL

## **10. COMMUNICATIONS PROGRAMME 2005-2006**

**Noted:** That Promoting public awareness of heritage is a central tenet of the Council's work plan and an obligation under the Heritage Act 1995. Council has already received a brief communications document at a previous meeting.

**Noted:** That the Communications document presented provided a brief context for the communications programme and set out the terms of reference. It outlined key objectives from those and drew a work programme for the year(s) ahead. Following substantial discussion Council agreed that this report was very positive and W. Smyth wished to note the good job I. Smyth had done on this report.

**Agreed:** That Council agreed the document as the basis for ongoing work.

## **11.COMMITTEE REPORTS: IMPLEMENTATION UPDATE**

### **11.1 STANDING COMMITTEE ON WILDLIFE**

#### **S. Berrow reported**

##### **11.1.1 Study on reform of CAP and its impact on the natural heritage**

**Noted:** That the study on reform of the Common Agricultural Policy and its impact on the natural heritage has been completed. The report highlights the importance of High Nature Value farmland systems in the west of Ireland for the contribution they make to the

conservation of biological diversity, and identifies some of the current pressures these systems are experiencing.

**Agreed:** To continue to play a lead role in the debate on the maintenance of High Nature Value farming systems in Ireland.

#### **11.1.2 Identification guide to cetaceans**

*S. Berrow declared an interest in this and absented himself from the discussion*

**Noted:** That the Irish Whale and Dolphin group has produced an interactive DVD on Cetacean identification as a component of the ISCOPE initiative. The national ISCOPE initiative has requested IWDC to seek to produce an identification guide in book form to complement the DVD. The Heritage Council and the other partners have been approached to contribute to the production costs of the guide.

**Noted:** That M. MacMahon expressed that he opposed the decision to support this project on the basis that this project has already received substantial funding from the Heritage Council.

**Agreed:** Grant assistance of €8,000 towards the publication of the identification guide on Irish cetaceans as part of the national ISCOPE initiative with the condition that funding be provided from the other 3 organisations.

#### **11.1.3 Networks for Nature**

**Noted:** That the Networks for Nature, the collaborative initiative for the conservation of hedgerows, has identified a number of key work areas to embark upon for 2005, and has requested funding from the Heritage Council and other partners to deliver on this work.

**Agreed:** Grant assistance of €8,000 towards the production of the Hedgerow Survey Methodology. This grant assistance will be met for the existing allocation available to the work of the Wildlife Committee.

#### **11.1.4 Achievements of the Wildlife Committee 2000-2005**

**Noted:** The list of achievements of the Wildlife Committee 2000-2005 was presented. Council noted the Committee's view that the commitment of the Heritage Council to work in partnership with other bodies to achieve its objectives, and its ability to act as facilitator have been very successful aspects of the work of Heritage Council.

#### **11.1.5 Buildings at Risk bat surveys**

**Noted:** The view of the Committee on this matter.

### **11.2 STANDING COMMITTEE ON ARCHITECTURAL HERITAGE**

**In the absence of Primrose Wilson R. Delany reported:**

#### **11.2.1 Stained Glass Survey Assistant**

**Agreed:** to award the sum of €6,500 to Bena Stutchbury to continue to act as assistant to David Lawrence whilst he is undertaking the stained glass survey of church of Ireland churches.

#### **11.2.2 Museum of Architectural Heritage**

**Noted:** that a meeting of the steering group has been arranged to discuss the brief for the scoping study to establish the nature and extent of architectural collections in Ireland.

#### **11.2.3 Conservation Reports**

**Agreed:** the following conservation reports:

**BR/1214** Tomoroe Castle, Co Clare

€3,000 in principle pending receipt of quotation from a suitably qualified consultant.

**No Ref** Kanturk Castle, Co Cork

**€5,000 subject to clarification as to the professional to be employed to carry out the work.**

**BR/1511** Corries Mill, Co Carlow

€4,000 in principle pending receipt of a quotation from a suitably qualified consultant.

#### **11.2.4 Buildings at Risk**

**Agreed:** the following grant:

**BR/1391 Laurentinum House, Co Cork**

**Agreed:** To offer the sum of €22,000 or 50% of the cost of roof repairs to the house.

### **11.3 STANDING COMMITTEE ON INLAND WATERWAYS**

**In the Absence of Nioclás O’Conchubhair, R. Delany reported:**

#### **11.3.1 Finalisation of Policy Paper**

**Noted:** That the minor changes required by Council at its last meeting are completed and the document is being edited and translated. It is hoped to launch the document during May or June.

#### **11.3.2 Meeting with Waterways Ireland**

**Noted:** That the Committee held its annual liaison meeting with Waterways Ireland. Matters relating to the development of the waterways, as well as the draft policy paper were discussed. It is hoped that the regular liaison between the Heritage Council and Waterways Ireland will continue post July 2005.

### **11.4 STANDING COMMITTEE ON ARCHAEOLOGY**

**M. McNamara reported:**

#### **11.4.1 2020 Foresight Study of Irish Archaeology**

**Noted:** That a Foresight Study of Irish archaeology was initiated in 2004. This study seeks to identify a perspective of Irish archaeology in 2020 based on the trends and patterns emerging at present. Secondly, following on from this it seeks to identify any strategic initiatives needed to position archaeology in a better situation than that foreseen in 2020. Agreed that the Archaeology Officer would respond with the points raised at the meeting to the draft report.

#### **11.4.2. Draft report on work of the Archaeology Committee 2001-05**

**Noted:** That a draft report was circulated at the Committee meeting. It was agreed to place the report on the agenda of the final Committee meeting in May.

**ID**

#### **11.4.3. Knowth, Co Meath – Draft brief**

**Noted:** That the draft brief for the important site of Knowth, Co Meath, seeks to obtain a costed plan or programme setting out the post-excavation requirements from this important site. It was agreed to proceed with this brief.

#### **11.4.4. Archaeological Landscapes Project II**

**Noted:** That this report includes detail on a proposal for a *National List of Archaeological Landscapes*, and includes the results of fieldwork inspection, as well as Historic Landscape Characterisation methods for such landscapes in parts of Louth and Donegal. The report included a general discussion on the subject of archaeological landscapes. The Committee felt that this report was a positive step towards setting out broad principals concerning this contentious issue. They agreed to seek greater detail from the consultant regarding sections of the report

**Noted:** That W. Smyth expressed his concern in relation to the term Archaeological Landscape and said that it should be referred to as Historic Landscape.

#### **11.4.5. Eligibility for archaeological excavation licensing**

**Noted:** That the matter of archaeological excavation licensing was discussed and clarification is sought by the committee as to what the current position is relating to academic qualifications and eligibility to hold an excavation license. It was agreed to write to the National Monuments Section, DoEHLG, seeking clarification as to this.

## **11.5 EDUCATION AND AWARENESS COMMITTEE**

### **D. Ellis-King Reported**

#### **11.5.1 Teacher training Colleges**

**Agreed:** To develop a heritage module as part of the teacher training programme. The success of the Marino module which is part funded by the Heritage Council has been a recognised success and there has been an expression of interest from the CICE teacher training college in Rathmines and it is hoped that St. Pats would be open to the possibility also.

#### **11.5.2 Workshop in Libraries**

**Agreed:** To pilot a small workshop series in the Dublin City and Co. Roscommon libraries during heritage week as part of a joint community outreach education initiative.

## **11.6 MUSEUMS AND ARCHIVES COMMITTEE**

### **E. Mc Eneaney reported.**

#### **11.6.1 Archives (Society of Archivists)**

**Noted:** That there has been a growing sense of disquiet within the Society of Archivist and the wider sector in general at the absence of policy provision by Council and with the failure to implement commitments previously agreed. To proceed with this initiative, it is hoped to hold a policy day, which will be facilitated by the Heritage Council where various issues concerning the sector may be addressed.

#### **11.6.2 Collections Audits**

**Agreed:** The following:

- i** the sum of €10,000 towards an audit of Boat/Maritime Collections in association with the Marine and Waterways Committees.
- ii** the sum of upto €15,000 towards an Audit of Architectural collections in association with the architecture committee.

#### **11.6.3 Museum of the Year Awards 2005**

**Noted:** That the Heritage Council is administering the scheme for 2005. To ensure the viability of the scheme and to reflect the evolving nature of the sector, some changes are needed to the current scheme. It is hoped to change the scheme to a bi-annual scheme, which would allow the Standards and Accreditation scheme to be advanced before further awards. The Committee will review the scheme in detail at the next committee meeting in May.

## **11.7 MARINE AND COASTAL COMMITTEE**

### **S. Berrow reported:**

#### **11.7.1 Policy documents**

**Noted:** That the Committee discussed at length (i) the implications of producing two separate documents and (ii) the proposed amendments and queries in the present draft of the main document. It is felt strongly that the production of two separate documents might be misleading; however a comprehensive executive summary has been written, and the Committee urges that it be included in the current document, rather than as a separate one. Changes to the content have been made too, in particular the section on maritime archaeology.

#### **11.7.2 Biological Records Centre**

**Noted:** That Following a query from a committee member, the Committee asked the

Council how it envisages that appointments will be made to the board of the Biological Records Centre. The Board will be representative of the organisations involved to date.

## **11.8 FINANCE AND AUDIT COMMITTEE**

### **M. Starrett reported:**

#### **11.8.1 Consultancy expenditure**

**Noted:** That the committee agreed that it was wise for Council to retain the current firm of solicitors in light of the complexity of the transactions involved in the purchase of the Palace. It also noted that there was no obvious expenditure forthcoming on solicitors fees.

#### **11.8.2 Financial Procedures**

**Noted:** That the committee reviewed the Financial procedures of Council and requested specific procedures be drawn up on income collection for Council seminars and events and on computer security and back-ups. It also noted that Council no longer holds Petty Cash.

#### **11.8.3 Review of other organizations consultancy expenditure**

**Noted:** the work done to date and agreed to expand this exercise.

#### **11.8.4 Distribution of Council minutes to committees of Council.**

**Agreed:** That committees be appropriately informed of the work of Council but the minutes of council should not be distributed to the Committees.

## **11.9 PLANNING REVIEW GROUP**

#### **11.9.1 Review of Council's role in Planning Process including referral criteria**

**Agreed:** i. That Council's Policy Paper on the Role in the Planning Process (1999) no longer be circulated or be made available in the public domain, as a substantial amount of the information it contains is no longer relevant and is out of date, as new planning laws have been enacted, e.g. *Planning and Development Act 2000 and Planning and Development Regulations 2001*.

ii. To undertake a review of the Policy Paper in 2005.

**AH**

11.9.2 Review of 'Pilot' Rural Renewal Scheme for Upper Shannon Area Submission to the Department of Finance.

**Noted:** This was discussed and agreed under Agenda Item (10.3)

#### **11.9.3 Village Design Statements (VDS's)**

**Agreed:** To promote the development of a VDS programme in Ireland in 2005 including the provision of a seminar/conference on VDS's and also support a networking session with Heritage Officers in relation to Local Area Plans.

**AH**

#### **11.9.4 Irish Walled Towns Network (IWTN) Inaugural Workshop**

**Noted:** That The Irish Walled Towns Network Inaugural Workshop, which will take place in Athlone Castle on April 28<sup>th</sup> 2005 (15 Local Authorities involved on a North/South basis). The Network, which will link to the International Walled Towns Friendship Circle, has been set up to promote and co-ordinate the efforts of Council in relation to the protection and conservation of walled towns and to provide a co-ordinated approach to challenge unsuitable development proposals in walled towns, e.g. Athenry Development (270,000 sq ft. (27,000 sq m) adjacent to the medieval walls.

**Agreed:** To facilitate the Network's development as a self-sufficient body in the long-term.

## 12.1 STANDARDS AND ACCREDITATION SCHEME IN MUSEUMS SECTOR

**Noted:** That The Standards & Accreditation Policy Framework was launched by the Minister for the Environment, Heritage and Local Government, in late 2003. Since then the Chief Executive and the Chair of Museums & Archives Committee have had a number of meetings with sectoral interests to advance the implementation of this policy. The most recent meeting took place on February 3<sup>rd</sup> with the current Minister for the Environment, Heritage and Local Government together with the Chairperson of Council. Following the positive appraisal of the initiative it has been decided to implement, in so far as is practicable, the recommendations of the policy framework.

**Noted:** That The Standards & Accreditation Scheme has formed one of the key objectives of the Heritage Council in recent years. It has been aimed at improving not only the training and welfare of museum professionals but particularly at safeguarding the country's growing diversity of cultural objects as defined by the Heritage Act, 1995. It is envisaged that the scheme will encourage the appropriate cultural climate where such material can be stored and preserved but also brought to the attention of a wider, and increasingly diverse, public in circumstances, which meet best practice and internationally accepted standards.

**Agreed:** To approve the appointment of a full-time Co-ordinator (on a consultancy basis) ) to maintain current momentum and implement agreed aspects of the Policy document. **HM**

## 12.2 . PILOT RURAL RENEWAL SCHEME FOR UPPER SHANNON AREA

**Noted:** That The Department of Finance placed a public notice inviting submissions in relation to a Review of Tax Relief and Exemptions for High Earners in mid-February 2005. The Minister for Finance had announced, in his Budget statement of 1 December 2004, that the Department of Finance and the Revenue Commissioners would carry out a thorough evaluation of the effect of all tax incentive reliefs and exemptions, with a view to including measures in the Budget 2006 that would balance the benefit of such reliefs and the extent to which such incentives and exemptions are used by high earners to reduce their tax bill.

**Noted:** That the Chair suggested that the 5 most important recommendations that The Heritage Council would like to be taken on board be highlighted in the covering letter to the Dept. of Finance.

**Noted:** That N. Dunlea wished to commend A. Harvey on the excellent work on the draft submission as it was presented.

**Agreed:** Council agreed to this submission following some final editing and the incorporation of a summary page.

**AH**

## 13.1: PLANNING UPDATE

**Council noted the following updates:**

1. Progress of the *Rural Housing in Ireland Location in the Landscape and Place in the National Heritage Report*;
2. Heritage Appraisal of Development Plans;
3. Appeals/Observations to An Bord Pleanála
4. Submissions to Local Authorities;
5. Planning Review Group;
6. Launch of Planning Page on Heritage Council Website;
7. 'Pilot' Rural Renewal Tax Incentive Scheme for the Upper Shannon Area – Submission to the Department of Finance; and
8. Irish Walled Towns Network (IWTN).

#### **14.1 NOMINATIONS TO MEMBERSHIP OF COMHAR**

**Noted:** That The Heritage Council has been informed by the Minister for the Environment, Heritage and Local Government Mr. Dick Roche that the term of office of eighteen of the present membership of Comhar – the National Sustainable Development Partnership – will expire on 20 May 2005. The process of appointing members for the next term is now being initiated and the Heritage Council is one of the bodies invited to nominate candidates for consideration for membership.

**Agreed:** To nominate Simon Berrow and Rosaleen Dwyer on behalf of Council.

**MS**

#### **15.1 NOMINATIONS TO THE ADVISORY COMMITTEE ON GENETICALLY MODIFIED ORGANISMS TO THE EPA**

**Noted:** That The Heritage Council has been informed by the Senior Inspector, Office of Licensing and Guidance of the Environmental Protection Agency (EPA) that the last Advisory Committee ceased its three-year term of operation on 28<sup>th</sup> February 2005 and the appointment of a new committee is now necessary. The Heritage Council is one of the bodies invited to nominate candidates for consideration for membership by April 22<sup>nd</sup> 2005.

**Agreed:** To nominate Ms. Anita Hayes, Director of the Irish Seed Savers Association on behalf of Council as she has the relevant expertise in this field.

**MS**

#### **16. TAX ASSESSMENTS UNDER SECTION 195, FINANCE ACT 1997**

##### **Limerick – a stroll down Memory Lane Volume 4**

##### **I. Sean Curtin**

**Agreed:** That this book does not meet the criteria for tax relief as laid down under Section 195, Finance Act 1997.

#### **17. ANY OTHER BUSINESS**

The Chair expressed his thanks on behalf of Council to M. Hurley for making arrangements to hold this meeting in Cork and securing the Harbour Board Room for the meeting.

**Agreed:** That Council members and staff would meet for a final dinner on Wednesday June 8<sup>th</sup> in Kilkenny prior to the Council meeting on June 9<sup>th</sup>.

**MS/AB**

**SAMPLE STAFF MINUTES**

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**THE HERITAGE COUNCIL STAFF MEETING  
DRAFT REPORT OF MEETING**

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**Rothe House, Kilkenny  
19 April 2005**

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**PRESENT**

Michael Starrett, **Chief Executive**  
Anne Barcoe  
Ian Doyle  
Beatrice Kelly  
Liam Lysaght  
Fionnuala Lynch  
Martina Malone  
Huge Maguire  
Amanda Ryan  
Liam Scott  
Isabell Smyth

**APOLOGIES**

Paula Drohan  
Alison Harvey

**2. MINUTES OF LAST MEETING**

The minutes of the meeting from 15<sup>th</sup> February 2005 were agreed upon with some modifications to Item 6.6 Staff Attendance at Council Meetings.

**3. MATTERS ARISING**

- i. M. Starrett welcomed back Amanda Ryan following her recent marriage.
- ii. M. Starrett informed staff that Council's new Architect would be in post by 9<sup>th</sup> May and as a result we would have our full staff compliment..
- iii M. Starrett also said that he would revisit the structure of teams before the Architect starts.

**4. KEY DATES FOR DIARY/ROUND TABLE**

**Noted:** That the key dates for each staff member were noted. M. Starrett informed staff that there would be a dinner for Council Members and staff the evening before the next Council meeting. Staff were also reminded of the Grants Awards Day which is scheduled for June 19<sup>th</sup> in Kilkenny.

**5. COUNCIL MEETING DEBRIEF**

**Noted:** The Chief Executive informed the staff of the key items discussed at the Council meeting in Cork on April 14<sup>th</sup>.

**6. SUSTAINING PROGRESS**

L. Scott requested that all staff ensure that they are familiar with all actions of the Sustaining Progress and contribute to them as appropriate. He stressed that it is very important that we achieve the performance targets in Sustaining Progress in order to be eligible for pay increases.

**Agreed:** That a Terms of Reference should be drawn up for the existing partnership which will then decide the structure of the group. L. Scott to prepare this for the next staff Meeting.

## **7. REVIEW OF THE PLAN 2001-2005**

The Chief Executive informed staff that this was discussed at the Council Meeting on April 14 and agreed that Council members would get back with their comments/edits by May 19<sup>th</sup>. B. Kelly said that it would be very useful for the Professional Officer to meet and discuss the Plan prior to the next Council meeting in order to have their feedback and comments incorporated.

**Agreed:** That the Professional Officers Forum would meet in Kilkenny on June 2nd

## **8. COMMITTEE MINUTES**

A. Barcoe reminded staff that there is an obligation to have all Committee minutes signed and bound while the present board are still in place.

**Agreed:** That the relevant staff would ensure this is adhered to within the time.

## **9. FINANCIAL PROCEDURAL CHANGES**

M. Malone informed staff of some of the changes to financial procedures in light of the recent Audit:

- i. Signed minute of meeting approving the specific spend
- ii. Each invoice must have the approved stamp and signature on the correct line
- iii. Hard Copies of all documentation relating to Tenders over €10,000 must be kept should the Auditor wish to review them.

H. Maguire also raised the issue of our domestic archival system and confirmed that he would ask Colum Riordain to look at our Archival situation at present and report back.

## **10. ANY OTHER BUSINESS**

M. Starrett asked staff that are involved with the Scottish Provident Pension Scheme that they complete and sign a form and return it to Richard O'Hanrahan. If the relevant staff have any question on it, they should speak to Richard O'Hanrahan directly.

M. Starrett formally wished to welcome Shirley Kelly as a full time member of staff.

## **10. DATE OF NEXT MEETING**

The next meeting was scheduled for Tuesday June 14th at 11am.

## **STAFF PERFORMANCE MANAGEMENT**

# PERFORMANCE MANAGEMENT

## INTRODUCTION

*The staff of the Heritage Council is acknowledged as its most important resource.*

In recognising this the Heritage Council wishes to proceed as a progressive, staff-friendly and efficient organisation, one in which the work of all staff is clearly related to the key objectives identified in the Plan 2001 -2006

It is imperative that every staff-member is facilitated in realising their full potential, enabling them to contribute to both organisational efficiency and their own professional and personal development. The Council's performance management system seeks to ensure that this effectiveness and development proceed in tandem

Through this process staff-members can be secure in the knowledge that their personal work programme is contributing to the objectives of the Heritage Council and that they are performing in a productive and effective manner.

Performance Management provides mutual benefits for both the employee and Heritage Council.

## BACKGROUND:

Since its introduction in 1996 Performance Management in the Heritage Council has consisted of meetings between the Chief Executive and the individual staff-member.

This process has proved to be effective in integrating each employee's work programme to the global aims and objectives of The Heritage Council.

It has also allowed for constructive exchange of views between the Chief Executive and every staff-member on all aspects of organisational structures and developments.

While the system would be acknowledged as successful there is also room for improvement. Diverse opinion had developed as to whether the process was too hard or too soft.

As Council has now finalised its strategic plan 2001-2005, and in light of the new developments having secured sanction for Council's full complement of staff, the time is now right to amend the existing system to take account of suggestions from staff as a whole

## PROGRESSION:

Building on the training day with an independent consultant last November consensus developed which recognised both the value of Performance Management as a whole and the need for change to the current system.

A number of proposals are now made to build on and improve the existing system:

- The Chief Executive shall continue to conduct an individual annual Performance Management Interview
- In preparing for interview staff should relate their work programme to the organisational objectives contained in the Plan 2001-2005. This will be facilitated by use of the modified form attached
- Ongoing modification to specific performance appraisal objectives shall be agreed between the staff-member and Chief Executive.
- The Chief Executive will conduct brief 6 monthly reviews to monitor progress and agree amendments where appropriate

- Team meetings shall be integrated into the Performance Management System with each team-member being appraised of the goals and objectives of their colleagues.
- Teams will integrate their work programmes to ensure they agree how best to attain organisational objectives and in particular the allocation of time from support staff. These team meetings will be facilitated by Liam Scott as Personnel Manager.
- Once new staff are in post the organisation, the secretarial and administrative support to Professional Officers will be reviewed.
- As part of the integrated approach to the consideration of heritage the system will include access to professional development outside individual's primary disciplines.

## **SOME GUIDANCE NOTES ON NEW FORM FORMAT TO ASSIST WITH PERFORMANCE MANAGEMENT MEETING**

### **SECTION A**

These are 'big picture areas'. The aim is to get all staff relating to their work in the context of the Plan 2001-2005.

It applies equally to all staff and includes a Section 7 on secretarial and administrative support. All of us are involved in that aspect of work too.

### **SECTION B**

Generally smaller areas of work which relate to the key areas referred to in Section A. They can be regarded as 'bite size chunks', identifying priorities and specific activities which can be measured and/or are time limited. Breaking things down like this is designed to stop you 'choking' on too many bite size chunks at the same time.

### **SECTION C**

This is designed to divorce the individual postholder from the job, to look at key elements and areas and to agree the competencies required to achieve all of this. Having agreed on these Section D can be completed.

### **SECTION D**

This relates back to individual postholder and seeks to agree how strengths and weaknesses identified in the section on competencies can be respectively developed and resolved.

### **SECTION E**

To look for ways in which teams and individuals can improve performance by considering different approaches to supervision and or mentoring.

### **SECTIONS F & G**

For the 'Gloves off' no holes barred comments which should say it all.

*Note Also: Review form to be completed after six months.*

**THE HERITAGE COUNCIL**  
**PERFORMANCE MANAGEMENT MEETING**



<b>JOB TITLE:</b>	
<b>PURPOSE OF JOB:</b>	
<b>POSTHOLDER:</b>	
<b>DATE:</b>	

**A) RELATING TO COUNCIL KEY PERFORMANCE AREAS – 2001-2005**

<b>ORGANISATION/ COUNCIL</b>	<b>KEY AREAS OF ACTIVITY FOR POSTHOLDER</b>
<i>1. Heritage Information</i>	
<i>2. Advice to Minister</i>	
<i>3. Placing heritage at the heart of public life</i>	
<i>4. LA's and heritage Management</i>	
<i>5. Raising awareness and appreciation of our heritage</i>	
<i>6. Best Practice in heritage conservation and Management</i>	
<i>7. Effective secretarial and administrative support</i>	

**POSTHOLDER:**

**DATE:**

***B) FOCUSING ON ELEMENTS TO ACHIEVE PERFORMANCE***

<b>KEY OBJECTIVES</b>	<b><u>AGREED METHOD OF MEASUREMENT OF ACHIEVEMENT (PERFORMANCE INDICATORS)</u></b>

**POSTHOLDER:**

**DATE:**

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***C) COMPETENCY IDENTIFICATION***

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**ESSENTIAL SKILLS/ABILITIES FOR PERFORMANCE OF JOB**

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***D) DEVELOPMENT AND TRAINING NEEDS***

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**AREAS FOR SPECIFIC DEVELOPMENT TO IMPROVE COMPETENCIES  
AND ENCOURAGE MORE EFFECTIVE PERFORMANCE**

**POSTHOLDER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**E)**

**II. ANY ADDITIONAL OR ALTERNATIVE GUIDANCE/MENTORING**

**F)**

**ADDITIONAL COMMENTS – JOB HOLDER**

**ADDITIONAL COMMENTS – INTERVIEWER**

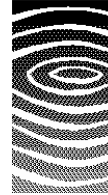
**SIGNED POSTHOLDER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNED INTERVIEWER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STAFF FOREIGN TRAVEL FORM**

All staff must complete the following form before travelling out of the Country on Heritage Council Business

**THE HERITAGE COUNCIL**  
**AN CHOMHAIRLE OIDHREACHTA**



**TRAVEL REQUISITION FORM**  
*(TRAVEL OUTSIDE IRELAND)*

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 POSITION: \_\_\_\_\_ DATE: \_\_\_\_\_

DATES <i>(From - To)</i>	TRAVEL DETAIL	NATURE OF BUSINESS	APPROX. COST OF TRAVEL	CONFERENCE SEMINAR FEE <i>(IF APPLIC.)</i>
<b>TOTAL:</b>				

SIGNATURE OF APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
*CHIEF EXECUTIVE*

**STAFF EXPENSES**

## **STAFF EXPENSES**

### **GUIDELINES**

The purpose of this document is to provide guidance for Staff members who may travel or incur expenditure while on Council business.

Section One gives an overview of the Heritage Council's general policies and type of expenditure allowable & Section Two gives guidelines on completing an expense claim form.

### **SECTION ONE**

#### **Overview of Council general policies and the type of expenditure allowable.**

- Staff are entitled to re-imbusement of out-of-pocket expenditure incurred exclusively on behalf of Council.
- The Heritage Council pays subsistence and travel expenses at standard Civil Service Rates. Re-imbusement for expenses is tax free in the hands of the recipient. Subsistence expenses consist of charges for meals and lodging. Travel expenditure consists of charges for public transport, taxis, private vehicles mileage allowances, parking fares, toll charges etc. Payment for miscellaneous expenses is also provided. This consists of charges for business calls and faxes, photocopying, registration fees, and all other charges necessary to the completion of official business.
- Staff are asked to co-ordinate journeys and share transport where possible.
- Staff should endeavour to hold as many meetings as possible in Kilkenny
- Staff are asked to use public transport if possible.
- For meetings organised by the Heritage Council overnight accommodation and meals are normally booked through the Heritage Council office and paid directly by Council. This allows us to negotiate group discounts. In other situations, accommodation should be booked by the Heritage Council where practical
- Travel is deemed to commence from the principal residence of the staff member. A member of staff should seek prior approval from the Finance Office where he or she may wish to claim travel expenditure from a different destination.
- All foreign travel and accommodations are booked through the Heritage Council office.
- Advances will be given based on an estimate of the likely costs to be incurred by staff members. These normally refer to foreign travel only. These should be requested in writing.
- Staff are urged to keep costs to a minimum where possible, for example to use public transport if convenient, long stay car parking facilities at airports etc.

#### **Please Note**

The Chief Executive or the Finance Officer will check some expense claims on a random basis as part of his overall duty to ensure that Council funds are properly accounted for.

The external auditors will examine a number of expense claims in detail as part of their examination of the Heritage Council's books and records.

**HERITAGE TRAINING & DEVELOPMENT PROGRAMME**

## **HERITAGE TRAINING AND DEVELOPMENT PROGRAMME**

The Heritage Council provides training and development of both a technical and professional nature for all Heritage Council professional staff and County Heritage Officers. A major element of such support is delivered through the auspices of the Heritage Training and Development Programme.

The Heritage Training and Development Programme has focused on progressing the proficiency of heritage professionals and providing a forum for the exchange of information and expertise between Heritage Council staff and Heritage Officers. It ensures that the objectives of the Heritage Council are understood and operated at a county level.

- The Heritage and Training Programme recognises the broad and diverse nature of the Heritage Council and Heritage Officer remit and addresses all areas of heritage.
- Seminars are held on two consecutive days every two months.
- A valuable professional resource for local authorities, the Heritage Council and the wider heritage sector has been created.
- Heritage Officers, Professional Officers from the Heritage Council and Local Authority Personnel have all contributed positively to the process. Professional consultants and personnel from the voluntary sector have also been hired to lend their expertise. The highest calibre personnel are always engaged to deliver the programme.
- Sharing of intellectual and practical resources through providing the forum for the exchange of information, advice and expertise has facilitated an integrated multi-disciplinary approach to the work of Heritage Officers and Heritage Council staff..
- Seminars are held in each participating Local Authority on a rotational basis. This affords the opportunity for additional local authority personnel in each county to benefit from and participate in the programme. It also provides an opportunity to develop the relationship between the local authority and the Heritage Council.
- Heritage Council staff are encouraged to attend all relevant HTDP seminars. One half day per seminar will be allocated to a Professional Officer to enable them present and discuss issues in their disciplinary area.
- Heritage Officers are invited to attend meetings of the Heritage Training and Development Programme with the agreement of their Local Authority.

The Heritage Council is committed to maintaining the standard and quality of the Heritage Training and Development Programme at all times. Issues to be addressed must always be of the highest importance, topical and directly relevant to the work of the Heritage Council and Heritage Officers.

**COUNTY HERITAGE PLAN PRECEDURE**

# COUNTY HERITAGE PLAN PROCEDURE

## 1. BACKGROUND

The Heritage Council County Heritage Grant Scheme has grown substantially in recent years:

4 in 2002  
7 in 2003  
13 in 2004  
15 in 2005

Heritage Council staff and Heritage Officers both face resource and timing constraints in operating the programme. Time and resource allocations can be managed through a defined procedure that will ensure the Scheme is operated efficiently and effectively.

## 2. TIMEFRAME

The proposed timeframe for County Heritage Plans with effect from 2005 will be as follows:

- 1) Pre-application priority lists of projects to be submitted by Heritage Officers to Heritage Council by 05/09/2005. These lists shall contain the title and brief description of the proposed projects.  
Lists to be discussed between Professional Officers and Heritage Officers on 13/09/2005 and 14/09/2005 in Kilkenny.
- 2) Full Applications to be received by Heritage Council by 5pm on 03/10/2005
- 3) Applications to be assessed by Professional Officers on 5, 6 and 7 of October 2005
- 4) Preliminary notifications to be provided to Heritage Officers by 17/10/2005
- 5) Heritage Council Board deliberation on 09/12/2005
- 6) Heritage Officers to be notified of CHP approvals by 16/12/2005
- 7) Heritage Council to confirm allocations on receipt of Budget details from DOEHLG
- 8) Heritage Council to receive written confirmation of acceptance of grant offer by 31/01/2006

### 3. PAYMENT

Projects require to be certified by a Professional Officer to the satisfaction of the Financial Controller for payment. Vouched expenditure receipts will be required for 100% of the cost of the project. The Financial Controller will only process payments which comply with all accounting requirements.

Expenditure for projects completed by June may be claimed in July.

Vouched expenditure details and final reports should be provided to the Planning and Development Officer by the first Friday in November. Final reports should also be forwarded to the designated Professional Officer.

Payment shall be provided before the end of the calendar year.

In 2005 applications for approval will be accepted to Friday 25/11/2005. However Heritage Officers should submit financial details and final reports before this deadline where possible.

### 4. FUNDING

County Heritage Plans which are adopted by Local Authorities, approved by the Heritage Council and implemented under the direction of a County Heritage Officer. will be considered for funding. County Heritage Plan Projects funded by the Heritage Council are provided on the basis of a seventy - five percent grant from the Heritage Council with twenty- five percent being provided by the Local Authority. It is also a condition of the award that the operational budget provided by the Local Authority for the County Heritage Plan should amount to equal the Heritage Council grant award and be a minimum of €30,000. This allows discretionary funding for the Heritage Officer for projects not funded by the Heritage Council.

- The 75%/25% split is an accounting matter and full receipts of work completed must be provided to the Heritage Council in order to receive approval for payment.

- The fifty – fifty funding of the Heritage Plan is a policy matter. Resources dedicated to the County Heritage Plan may include contributions such as expenditure – in – kind provided by the Local Authority. Details of overall expenditure will be required.

#### EXAMPLE:

County Heritage Plan Expenditure as agreed between Heritage Council and County Heritage Officer:

Heritage Council	€6,250	Local Authority	€18,750	Total	€25,000
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Overall County Heritage Plan Expenditure

Heritage Council	€6,250	Local Authority	€6,250	Total	€12,500
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Additional Local Authority funding on heritage projects of €7,500 totally at the discretion of the Local Authority.

Heritage Officers should also encourage the provision of additional funding for County Heritage Plans from other parties. In particular organisations and individuals who comprise part of the County Heritage Forum should be encouraged in this regard.

## **5. COUNTY HERITAGE PLAN PROJECTS**

The increasing number of CHP's place greater demands on Heritage Council staff. Too many projects also place an unsustainable burden on Heritage Officers. Resources dictate that the number of projects which can be assessed and funded should be defined.

- Maximum no of projects which can be assessed: 10
- Maximum no of projects which can be granted: 8

## **6. APPLICATION DETAILS**

- Application forms must be completed correctly and in full
- Full details of title, description and cost breakdowns must be provided
- Projects must be prioritised
- Late applications will not be considered

## **7. INTERIM REPORTS**

Interim Reports on the progress of projects need to be provided to both the Planning Officer and designated Professional Officer by Thursday 30/06/2005.

Interim reports should include details of:

- Progress to date
- Expenditure and time allocated to date
- Anticipated completion date

Projects not proceeding must be notified to the Planning Officer and designated Professional Officer as soon as the Heritage Officer becomes aware of the matter.

## **8. RE-ALLOCATION OF FUNDS**

Re-allocation of funds cannot be permitted as it is not compatible with the assessment process. Assessment of each project was carried out based on the information received, including indicative budgets.

## **9. LONGER TERM PROJECTS**

- Provision shall be made for a limited number of projects which will run into the following year or years.
- Such projects should be indicated at application stage.
- Only two such projects will be allowed per county.
- Until completion these projects shall be the first priority in the CHP application for the following year.
- Approval for longer-term funding is subject to funding being available to the Heritage Council and approval in each year of the project.

## **10. REGIONAL CO-OPERATION**

Full consideration will be given to projects which incorporate a regional, cross county or cross border dimension. The establishment of regional bodies such as Regional Authorities or River Basin Management Units may facilitate joint projects between Heritage Officers. Such actions should be identified at application stage and be included in the application from the lead partner, who will co-ordinate delivery of the project. Full details of the breakdown of costs between partner authorities will be required.

## **11. CONTINGENCY BUDGETS**

The Heritage Council will endeavour to provide a small fund for County Heritage Plans which are approved after the September deadline each year. The purpose of this fund will be to maintain the momentum and enthusiasm of Heritage Forums prior to the commencement of the subsequent County Heritage Plan Grants. Applications for such funding will be considered on an individual basis.

## **12. AUDIT**

Heritage Council grant payments are subject to certification by the Financial Controller and the audit provisions of the Comptroller and Auditor General. The Heritage Plan grants are project specific and the Financial Controller will monitor the 75%/25% funding agreement as part of the payment authorisation procedure.

The funding agreement regarding a minimum 50% contribution from local authorities towards overall heritage plan expenditure is a policy matter. The Heritage Council HR Manager/Planning and Development Officer will carry out spot checks on the 50%/50% funding agreement in this area.

