



## LPT Guidelines

1. The assignment of the overall retained LPT between MDs is a matter for Council – decision to be taken at the September meeting of Council as to the amount of money to be retained. The basis of split between MDs to be agreed at the first September meeting of the term of the new Council, with the division to be maintained for the duration of the sitting council. The Finance Committee to provide recommendations as to the basis.
2. The LPT allocation will form part of the General Municipal Allocation as discussed in October each year at MD.
3. MDs to agree distribution of LPT no later than January each year to allow the relevant directorate time to include the expenditure in their work programmes, and to allow it form part of the Schedule of Municipal District Works which is brought to MDs no later than 31<sup>st</sup> March each year.
4. It is open to Councillors to meet in committee in advance of a meeting, however any decisions made with regard to funding of projects/grant schemes must be done at a monthly MD meeting and recorded in the minutes.
5. Expenditure must be within the overall aegis of Council expenditure lines. The purpose of the retained LPT allocation is to enable MDs to target priorities within their own MD area, thus enhancing local democracy i.e. this LPT is an enhancement to grants/projects, but spent on a MD priority basis. LPT may not be spent on grants/projects that are not within the remit of the LA – eg HSE schemes; hospitals, education (*grants may be available to schools for community/recreation projects, but not on education as this is a matter for the Dept of Ed*)
6. In the interests of good corporate governance and transparency in allocation of public monies, Councillors may not have an individual allocation from which they spend LPT without recourse to the MD – if it is agreed that Councillors may nominate specific projects to an agreed value, then these must still be agreed at a MD meeting and must still be within the terms of the scheme. I.e. individual councillors should never contact staff in KCC asking them to give €x from ‘their’ allocation to Party A. Councillors may, of course, advise KCC staff that Project Y is at the stage of needing funding, and that this funding was agreed at the MD meeting of dd/mm/yyyy and reflected in the MD minutes. There would be no requirement to go back to the MD if the funding has been previously sanctioned. If there is an urgent matter that the majority of Councillors within an MD which the MD Councillors agree should be allocated funding, but where (from a timing perspective) there is no MD meeting scheduled, then an email confirming the majority approving the

project/grant would be acceptable, subject to the expenditure being approved at the next MD meeting.

7. Where there is a grant scheme funded by MD retained LPT (e.g. Community grants/Residents Associations/Sports Clubs/Tidy Towns/Christmas Lights/Festivals/Others) then, in the interest of good governance and transparency, the scheme(s) should be advertised through PPN, KCC website or other public media channels in order to afford all groups the opportunity to make a submission for consideration. Applications should be made using standardised templates as provided by the relevant department.
8. LPT should, unless there is a cross MD project, be spent within the MD in which it is assigned.
9. Unspent monies to be 'capitalised' for use in a future year.
10. The MD Manager to provide a cumulative quarterly report, for noting, on the status of LPT for the MD. The format of this report to be agreed with the Finance Committee as representatives of each MD.