

Service Level Agreement Document
Grant Reference : Comhaltas Ceoltóirí Éireann
Date April, 2016

Service Level Agreement between The Department of Arts, Heritage and the Gaeltacht and Comhaltas Ceoltóirí Éireann

1. This document is to formalise the relationship between the Department of Arts, Heritage and the Gaeltacht (DAHG) (hereinafter referred to as The Department) and Comhaltas Ceoltóirí Éireann (hereinafter referred to as CCE) for the 2016 calendar year. The purpose of the SLA is to ensure that resources are used in an efficient and cost effective manner to deliver quality services to the public. The SLA sets out the key deliverables for Comhaltas Ceoltóirí Éireann and outlines the Department's requirements in relation to reporting arrangements.
2. The Department of Arts, Heritage and the Gaeltacht's (Department) goals include the promotion and development of Ireland's world-class artistic and creative strengths at home and abroad, maximising their societal, economic and reputational value for the country. The Department's goals include promoting and protecting Ireland's heritage and culture, and advancing the use of the Irish language, supporting the sustainable development of the islands and developing cultural tourism. These goals are achieved directly through the Department's programmes and indirectly through the agencies under its aegis and other funded bodies such as Comhaltas Ceoltóirí Éireann.
3. Comhaltas Ceoltóirí Éireann was founded in 1952 and is involved in the preservation and promotion of Irish traditional music. It is a non-profit cultural movement with branches nationally and worldwide. Its aims and objectives are to:
 - To promote Irish Traditional Music in all its forms
 - To restore the playing of the Harp and Uilleann Pipes in the National life of Ireland
 - To promote Irish Traditional Dancing
 - To promote and foster traditional singing in both Irish and English
 - To foster and promote the Irish language at all times
 - To create a closer bond among all lovers of Irish music
 - To co-operate with all bodies working for the restoration of Irish Culture
 - To establish Branches throughout the country and abroad in order to achieve the foregoing aims and objectives.
4. Nothing in this agreement should be construed in a way, which would weaken the voluntary nature of CCE and the fact that volunteers deliver the majority of the activities undertaken within the organisation.

Financial Allocation by the Department

5. Under this Agreement, the Department will provide funding of **€1,448,000** in 2016, to be used for the funding of **current expenditure** of CCE's activities.
6. Any funding provided by the Department to CCE shall be entirely at the Department's discretion and shall be subject to the terms and conditions of this agreement. Should the funding in whole or part fail to be used for the purposes advanced, the Minister for Arts Heritage and the Gaeltacht shall be entitled to and have provided to her by the Directors /

Trustees of CCE or their successors a refund in respect of the unexpired value of the grant paid, the amount of the refund to be at the discretion of the Minister.

7. The Department will provide the following supports to enable CCE to fulfil its mandate:
- Provide clear and timely information regarding budget estimates and annual allocations
 - Provide updates and guidance on Public Financial Procedures and Civil Service HR Policy Guidelines
8. Drawdown of this grant is subject to a number of additional conditions, as follows:
- Ensure all funding provided by the Department of Arts, Heritage and the Gaeltacht to CCE Headquarters will be distributed to CCE events and branches across the country including Cultúrlann na hÉireann and central operational costs at national level. The payments will be made in line with the following table:

April 2016	€362,000
July 2016	€362,000
September 2016	€362,000
November 2016	€362,000

- Each formal request will be accompanied by a report (see 9 below) documenting progress throughout the year on various programmes /processes and providing the following documentation
 - a. Copy of Management accounts for the period
 - b. Cashflow Forecast
 - c. Details of each and every bank account held by CCE (copies of bank statements will suffice)
9. CCE will submit updates (when available) to the Department with the following information, prior to any instalment of the grant being paid:
- Breakdown of value of grants/projects by location/Regional Offices, with information on the major projects funded;
 - Number of events held in reporting period (highlighting any 1916 events in particular)
 - Reviews of Internal processes i.e. procurement / recruitment / travel / payroll costs (see section 10, 11 and 12);
 - Ensure a valid tax clearance certificate is held by CCE, and provide the eTCC details when all payments are being made;
 - Number of centres not in use by CCE but being offered to other community organisations and the amount of income being generated from this (see section 26);
 - Trad is Fab project (see section 19);
 - CCT and TTCT exams (see section 22 and 23);
 - Listowel Archive (see section 20)

10. CCE undertakes to review, reduce wage and salary compensation to their employees and maintain changes in line with changes made across the public service, which is a requirement from organisations dependent on state grants. This can be achieved in CCE by reductions in wages and salaries or a commensurate increase in hours worked or a combination of both;

Financial Requirements:

CCE undertakes to:

11. Comply with the highest standard of transparency and accountability as documented in **Dept of Public Expenditure and Reform Circular 13/2014 Management of and Accountability for Grants from Exchequer Funds** under various sections of this circular, which includes
 - The publication in your annual accounts, in bands of €10,000 of staff remuneration packages salaries (excluding employer pension costs) where they exceed €60,000 per annum (remuneration package includes salary, pension contributions, bonus and incentive payments), and an overall figure for total employer contributions. **(see section 5, 21(f) of this circular).**
 - Report funding from **all** Government Departments, including the name of the Department, the name/type of grant, and the purpose of the grant, how the grant is taken into the accounts, **(see section 5, 21(a-d) of this circular)**
 - Being aware of your organisation's obligations under **Department of Public Expenditure and Reform Circular 13/2014 Section 3, 11(e)**, to make its books and accounts available to both the **Department and/or the Comptroller and Auditor General** if requested.
 - In accordance with the provisions of Department of Public Expenditure and Reform Circular No. 13 /2014, the amount and source of this grant must be specifically listed in your annual accounts for 2016.
 - Ensure that Best Practice Procurement Procedures are adhered to, as identified under the National Public Procurement Policy Framework published by the Department of Finance.

Corporate Requirements

12. Implement actions to ensure compliance with public administrative procedures and related practices, including statutory requirements relating to data protection;
13. Ensure details of members of the Board of CCE are available on its website

Child Protection and Vulnerable Persons

14. Have in place a Child Protection Policy and procedures, which are in full accordance with *Children First: National Guidance for the Protection and Welfare of Children*. In advance of payment, the attached questionnaire must be completed (see appendix 1).
15. Have in place a policy in to safeguard Vulnerable Persons at risk, if applicable.

Other Requirements

16. Continue to promote and foster the Irish language within the organisation at the same level as achieved in 2015;
17. Provide statistical material, briefing material and other information to the Department as required from time to time by the Department;
18. Produce its 2015 Annual Report and Audited Accounts to the Department when it becomes available, a copy will be lodged in the library of Houses of the Oireachtas;
19. Continue the rollout of the Trad is Fab scheme to first level schools for the 2016/2017 academic year and provide a quantitative report on the experience to include the number of schools to which the scheme is sent and information on number of schools which started and completed the scheme;
20. Continue to operate the archive in Listowel and engage with the Department on developing a strategy for promoting the centre and maximising its public service;
21. Use Culturefox to promote its events, which are open to the public. Culturefox is free to use for both event organisers and potential audience members and allows events both with and without an entry charge to be promoted. The Department requires all grant-aided organisations to use Culturefox;
22. Provide to the Department for publication, statistics of the Scrúdu Ceol Tíre (SCT) programme examinations of the numbers taking and passing each level divided into those aged 12 and under, 13-18 years and those aged over 18. The number of people holding the Teastas Teagaisc Ceolta Tíre (TTCT) will also be provided as well as the numbers who pass the examination in July 2016;
23. Provide to the Department statistics on the number of people accredited to the University of Limerick in traditional performance and provide a report on the development and success of the initiative;
24. Place a copy of the Service Level Agreement on your website;
25. Engage with the Department both in co-operative and advisory capacities in discussions around the education and training of children and teenagers in the arts;
26. Maximise the use of CCE centres which were funded or part-funded by the Department, and when not in use by CCE they should be made available to voluntary and community groups at

cost. Further spare capacity can be made available to others on a fully commercial basis and the proceeds used to assist in maintaining the long-term sustainability of the centres;

27. Encourage branches and members to actively engage with Culture Night and to consult with relevant local authorities, the Department and the Culture Night Co-ordinator as appropriate;
28. Encourage its branches to engage with and contribute to Community Arts projects throughout the State;
29. Consult with the Department on the Development of the Communication Strategy;
30. To agree to publish details of all Exchequer grant aid on the Comhaltas website;
31. Be aware that the Department will require that any balance of the grant that remains unexpended at the end of the year be surrendered;
32. Acknowledge this funding in all its publicity (including your website) by inclusion of the Department's logo and a written acknowledgement in any reports/publications or promotional materials which should read 'This project was funded by the Department of Arts, Heritage and the Gaeltacht.'
33. Note that this document is subject to disclosure under the Freedom of Information Act 2014;

This agreement will be reviewed by the Department in January 2017.

Approved on behalf of Comhaltas Ceoltóirí Éireann

Signed: 

Name: LABHRÁS Ó MURCHÚ

Position: Árdstiúrthóir

Dated 6 Aibreán 2016

Approved on behalf of the Department of the Arts, Heritage and the Gaeltacht

Signed: H. Nash

Name: H. NASH

Position: Principal Officer

Dated 13/4/16

Appendix 1

Does the work of your organisation or the service it provides involve any work or activity, a necessary and regular part of which consists mainly of access to, or contact with, children or relate to the provision of educational, research, training, cultural, recreational, leisure, social or physical activities, or the provision of advice to, or the care and supervision of children. Answer YES or NO

YES

If the answer is YES the checklist entitled **Checklist for bodies funded under grant schemes operated by the Department of Arts, Heritage and the Gaeltacht must be completed (hereunder)** and which is available at <http://www.ahg.gov.ie/app/uploads/2013/09/child-protection-policy.pdf>

1	Child Protection and Welfare Policy (CP&WP)	Yes	No	Comment if any action is required to ensure implementation/compliance	Timeframe
1.1	Do you have a Child Protection and Welfare Policy (CP&WP) which is consistent with <i>Children First National Guidance 2011</i> and <i>Our Duty to Care 2002</i> ?	YES			
1.2	Does the CP&WP include definitions and signs of abuse as outlined in <i>Children First 2011</i> ?	YES			
1.3	Does your CP&WP include information on Section 176 of the Criminal Justice Act 2006 ¹ (reckless endangerment of children) and Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012 ²	YES YES		This section needs to be reviewed	2016/17
1.4	Do you outline what is meant by reasonable grounds for concern?	YES			
1.5	Does your policy include retrospective disclosure?	NO.		Update needed.	2016/17.
1.6	Does the CP&WP outline a clear reporting structure setting out, in	YES			

¹ Places a requirement on a person with authority or control over a child or over an abuser not to intentionally or recklessly endanger the child by leaving or placing them in a situation of substantial risk of serious harm or sexual abuse. It states that they have committed an offence if they have failed to take reasonable steps to protect a child that they know may be in a risk situation.

² Creates a criminal offence of withholding information relating to the commission of a serious offence, including a sexual offence, against a person who is under the age of 18 years or an otherwise vulnerable person.

	particular, whose responsibility it is to report child protection and welfare concerns and to whom?	YES.			
1.7	Do you have a Designated Liaison Person appointed for your organisation in line with <i>Children First 2011</i> ? If so, please provide the name of the Designated Liaison Person:	YES.			
1.8	Do you have a Deputy Designated Liaison Person appointed? If so, please provide the name of the Deputy Designated Liaison Person:	NO.			
1.9	Does your policy have procedures in relation to confidentiality?	YES.			
1.10	Does your policy include the sharing of information where a child protection or welfare concern arises?	YES.			
1.11	Does your policy include procedures on dealing with allegations against staff?	NO.			
1.12	Does your policy set out a Code of Behaviour between staff and young people?	YES.			
1.13	Does your policy provide guidance on the management of challenging behaviour? e.g. verbally and physically aggressive behaviour	YES.			
1.14	If applicable, do you have procedures dealing with day				

TOMÁS Ó MAOLDOMHNAIGH, ARDRINAI CCE & Authorised Signatory for G.V.

- EACH BRANCH OF COMHALTAS HAS APPOINTED A D.L.P.
- EACH BRANCH ALSO HAS A Child Prot. Policy in place.

Currently updating to 2016.

	trips/outings for children?	YES			
1.15	Do you have specific guidance for staff for especially vulnerable children ³ ? If so, please specify	NO		This needs update.	20/6/17.
1.16	Does your policy set out good practice in relation to the safe management of activities, including for one-to-one situations?	YES		Guidelines for best practice in relation to classes.	
1.17	Does your policy set out a complaints procedure?	YES			
1.18	Does your policy set out procedures in relation to Incidents/Accidents?	YES		Best Practice Guidelines	
1.19	Does your policy set out procedures on record keeping? If so, do your record keeping procedures state that records should be kept in a safe and confidential manner? And do your record keeping procedures identify where records of allegations, child protections concerns are stored?	YES YES YES		All records in relation to personnel / staff + all Garda Vetting Results are securely stored in H.O. - Culteragh na h-Eileanna.	
1.20	Do you make your Child Protection and Welfare Policy available to parents and young people? Please set out how you make your policy available i.e. website, hard copy given to parents etc.:	YES		Policy on websites + hard copy provided to all persons having access to children & vulnerable adults	
2	Staff and Volunteers				
2.1	Do you apply for Garda vetting and vetting from other countries, if applicable, for staff and volunteers?	YES			
2.2	Do you have specific factors which would exclude applicants from				

³ Children who may have been abused or neglected, or who are at risk of abuse or neglect, including children in residential settings; children in the care of the State under the Child Care Act 1991 (foster care, relative care; residential care); children who are homeless; children with disabilities; separated children seeking asylum; children being trafficked.

	working in your organisation?	YES		Garda Vetting Disclosures impacting on working for Comhaltas.
2.3	Do you have procedures on the recruitment and management of volunteers?	YES		
2.4	Do you have procedures on the supervision of staff and volunteers?	YES		
2.5	Do staff and volunteers receive induction information on your organisation's Child Protection and Welfare Policy?	YES	}	Each Branch + DLPs receive induction / information on our Policy & procedures & guidelines provided.
2.6	Do you provide training to relevant staff on Child Protection and Welfare?	YES		
3. Review Mechanisms				
3.1	How often is your Child Protection and Welfare Policy reviewed?			Our Policies are reviewed &
3.2	Who is responsible for reviewing your Child Protection and Welfare Policy?			if needed are updated in line with legislation every 2 yrs.
	Name:	TOMÁS Ó MADDOGHNAIGH (087, 2029457)		
	Contact Details:	32 Belgrave Sq. Monkstown, Co. Dublin.		

STATEMENT

I hereby confirm that the information which I have provided above is true and correct.

I hereby confirm consent for the disclosure of the above information for the purposes of the Freedom of Information Act 2014 and the Data Protection Acts 1988 and 2003.

Signed: Tomás Ó Madoghnaigh

Position/Title: ARDRÚNAÍ CCE

Name of organisation/body:

Comhaltas Ceoltóirí Éireann.

Contact Details:

(Phone) 087.2029457 (E-mail)

tgomaddomhnaigh@eircom.net

Date checklist completed:

18 / 03 / 2016