

**Donegal County Council
Internal Audit Department**



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Final Report

ROADS & TRANSPORTATION DIRECTORATE

**IA 19/05 - LOCAL IMPROVEMENT SCHEMES
2018**

May, 2020

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1. EXECUTIVE SUMMARY

Internal Audit has carried out an Audit on the procedures and policies in place for the operation of the Local Improvement Scheme (LIS) within Donegal County Council. This audit was carried out as part of the Internal Audit Work Programme for 2019.

The scope of this audit focused on the 2018 LIS programme, however, given the nature of funding allocations it was also necessary to factor in details from the 2017 LIS programme.

Internal Audit found that the issues raised in this audit are primarily caused by the time constraints involved in the application and selection processes involved in the programme. It is envisaged that the future roll out of the scheme will have longer timeframes to enable Roads staff to allocate proper resources to ensure an effective and efficient process.

The findings and recommendations of this audit are set out hereunder.

2. INTRODUCTION

One of the core values of Donegal County Council's **Corporate Plan 2015 – 2019** is to "continue to manage, maintain and develop the physical, social, economic, environmental, community and cultural infrastructure in our county". Under the auspices of the Department of Rural and Community Development, the Roads Directorate of Donegal County Council carries out improvement works on private and non-publicly maintained roads through the Local Improvement Scheme.

The Department for Rural and Community Development introduced an LIS funding programme in late 2017. Two separate funding tranches were provided to Donegal County Council, as follows:

- €884,000 on 22nd September 2017
- €2,500,000 on 28th November 2017

All projects were to be completed by the end of December 2017.

In total 1,423 LIS applications were received following the announcement of the scheme in 2017. As there was a very limited window for the schemes to be carried out in 2017, this resulted in a large number of the LIS applications being carried forward to 2018.

A further allocation was notified for 2018 by the Department of Rural and Community Development (DRCD) in two tranches of €884,000.00 in February 2018 and €908,516.00 in December 2018.

3. ASSURANCE RATING

Level 2 - Adequate

Internal Audit finds that the LIS programme provided by Donegal County Council is being carried out in an efficient manner, especially giving the time restrictions involved.

Based on the conclusions reached in this audit, an assurance rating of 'Adequate' has been assigned based primarily on the following reasons:

1. The systems in place are ensuring that objectives are being achieved
2. The control processes tested are, in general, being applied consistently
3. Some improvements are required to enhance the adequacy and/or effectiveness of risk management, control and governance

See **Appendix 3** for further details on assurance ratings.

4. SCOPE

The scope of this Audit was to examine the Local Improvement Schemes carried out in 2018 and to:

- Verify compliance with the terms of the Scheme as set out in the LIS Memorandum 2002.
- Check expenditure recorded on Agresso to ensure that it is consistent with LIS type expenditure and within the timeframe allowed by the scheme rules.
- Inspect a sample of completed LIS with the relevant Executive Engineer/RSS.
- Ensure compliance with relevant Health & Safety training requirements for staff.

The Department of Rural and Community Development carried out an audit on the Local Improvement Schemes completed in 2017 and the findings of same have been noted by IA and are currently being addressed by Roads Management.

5. OBJECTIVE & METHODOLOGY

The objective of this audit was to:

- Provide reasonable assurance that Local Improvement Schemes were undertaken in accordance with the conditions set out in the Local Improvement Scheme Memorandum, 2002.
- Identify any weaknesses in the overall process.
- Make recommendations for improvement, if necessary.

The audit was approached as follows:

- Discussions with relevant Staff.
- Completion of a Questionnaire (See **Appendix 4**).
- Examination of the 2018 LIS files held in the Roads Section at HQ.
- Examination of Agresso Financial System records.
- Site visits.

6. LEGISLATION/GUIDANCE

- Local Government Act, 2001 – Section 81
- DoELG LIS Memorandum 2002
- LIS Prioritisation Guidance (20 Sept 2017)

Section 81 of the Local Government Act 2001 authorises Local Improvement Schemes and sets the parameters as to what projects are eligible as follows:

Section 81(2): The Minister may make a grant to a road authority in relation to assistance by the authority towards the construction or improvement of non-public roads in its functional area.

Section 81(3): A road authority may provide assistance by way of the carrying out of works, a financial contribution or otherwise towards the construction or improvement of a non-public road which—

- provides access to parcels of land of which at least 2 are owned or occupied by different persons, *or*
- provides access for harvesting purposes (including turf or seaweed) for 2 or more persons, *or*
- shall in the opinion of the road authority be used by the public.

Section 81(4): Assistance by a road authority under this section shall be—

- conditional on a prior written agreement by the parties concerned with the road authority and a financial contribution by such parties, and
- subject to such other terms and conditions as the Minister may consider appropriate.

The LIS Prioritisation Guidance was a document issued by Roads Central in September 2017, to provide clarification on the DoELG LIS Memorandum 2002 to relevant staff, following the re-introduction of the LIS Programme.

7. FINDINGS

The allocation for 2018 was notified by the Department of Rural and Community Development (DRCD) in two tranches, as follows:

- Letter from DRCD dated 27/02/18 in the sum of €884,000.00 (Round 1) with a view to having the selected schemes completed by 29/7/18.
- Letter from DRDD dated 14/12/18 in the sum of €908,516.00 (Round 2), all works to be completed by end of Q1, 2019.

Written confirmation of the Council’s intention to comply with the terms and conditions of the Funding Agreement for LIS 2018 was sent to DRCD on 30/05/18 and the 19/12/18.

7.1 Statistical Analysis

LIS Applications received in 2018

| MD | No. of applications |
|--------------|----------------------------|
| Letterkenny | 48 |
| Stranorlar | 63 |
| Inishowen | 30 |
| Donegal | 48 |
| Glenties | 88 |
| Total | 277 |

It should be noted that these applications were in addition to the 1,423 applications received in 2017 and that a large number of the 2017 schemes were included in the 2018 work programme.

A total of 107 schemes were undertaken during 2018 as follows:

91 no. schemes from the 2017 applications, and
16 no. schemes from the 2018 applications

The no. of LIS schemes carried out in 2018 per MD

| MD | Tranche 1 2018 | Tranche 2 2018 | Total no. of schemes undertaken in 2018 in each MD |
|---------------|---------------------------|---------------------------|---|
| Letterkenny | 9 | 12 | 21 |
| Stranorlar | 7 | 8 | 15 |
| Inishowen | 10 | 9 | 19 |
| Donegal | 15 | 11 | 26 |
| Glenties | 15 | 11 | 26 |
| Totals | 56 | 51 | 107 |

7.2 LIS Process

7.2.1 Eligibility

Eligibility criteria are set out in:

- Section 81 of the Local Government Act 2001
- DoELG Memorandum – February, 2002
- LIS correspondence from DRCD

The DoELG Memorandum 2002 states that “Councils should ensure as far as practicable that priority is given to projects most requiring attention in the county as a whole”. Other correspondence from the DRCD also contributes to the eligibility criteria.

LA's may also include a number of LIS roads that lead to important community amenities such as graveyards, beaches, piers or other tourist/heritage sites where the contribution is provided by the LA itself.

7.2.2 Documentation for Application

- Application form – The application form should contain the name and signature of the scheme promoter and beneficiaries, the address/location of the scheme and details of the work required.
- Site location map – should indicate location, extent and beneficiaries of proposed works.
- Forms certifying qualification/disqualification – completed by the RSS and signed by EE.
- Letter (LIS2) to Promoter of scheme advising that application is successful and seeking local contribution.
- Form LIS4 (Pink form) which requires the signatures of the Promoter and beneficiaries, in person, at their local PSC and witnessed by a member of staff there.
- Letter of authorisation to EE to proceed with works.

7.2.3 Prioritisation process

The prioritisation process for LIS schemes is outlined in the LIS Memorandum 2002 and in the DCC Guidance Document issued by Roads Central in September, 2017.

The LIS Memorandum advises that in the larger counties with a high volume of applications and where prioritisation on a county wide basis is difficult, the Council may prioritise on an electoral area basis with the electoral areas lists merging to become the county list.

The county list must have regard to the worst roads in the county even if there is a concentration of the worst roads in one electoral area over another and the distribution of the allocation must target the worst roads in the county.

The DCC Guidance Document states that funding will be allocated proportionate to the numbers of applications received in each of the RSS areas. An initial LIS priority list for each RSS area will be prepared by Engineering Staff based on the following criteria:

- *Road condition with the worst roads being awarded a higher priority;*
- *The number of non-residential landholdings served by the LIS;*
- *Number of residential properties that will benefit from the LIS;*
- *Cost of the scheme in the context of the funding available;*
- *Any special circumstances (hardship, elderly or disabled occupants, etc.);*
- *Roads that were on the original 2011 LIS List;*
- *Ability to complete the LIS within the funding deadline;*

Priority Lists of LIS applications are created for each Road Services Supervisor Area and presented to elected Members at a Municipal District workshop for discussion. These lists are then finalised and costed before works are scheduled.

7.2.4 Pricing Schemes

The Executive Engineer and RSS prepared an estimate for each eligible application in their respective area.

The local contribution is set at 10% for eligible roads with up to and including 5 residents and 15% for those with 6 or more residents.

A separate Job Code for each individual scheme is set up on Agresso.

7.2.5 Funding

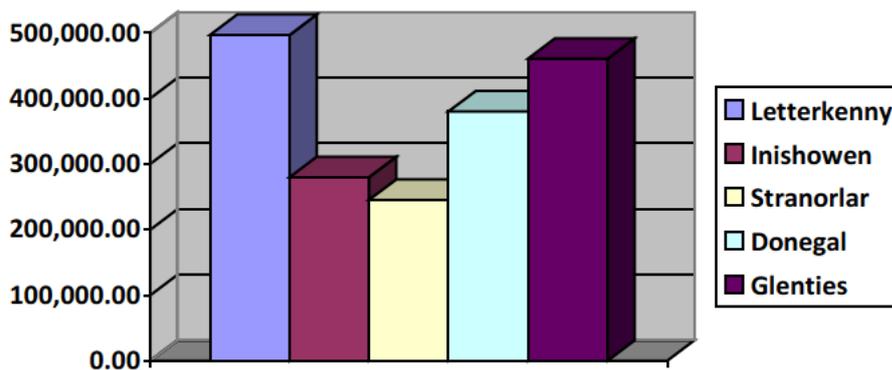
As stated previously, the allocations from the DRCD for 2018 were:

- Tranche 1: €884,000.00 – Round 1
- Tranche 2: €908,516.00 – Round 2

The total allocations were divided between the MDs based on the number of eligible applications received.

This funding was spent between the MDs, as follows:

| MD | Final Expenditure | No. of Schemes undertaken |
|---------------|--------------------------|----------------------------------|
| Letterkenny | 496,335.54 | 21 |
| Inishowen | 279,556.67 | 19 |
| Stranorlar | 245,138.03 | 15 |
| Donegal | 380,271.80 | 26 |
| Glenties | 460,341.05 | 26 |
| Total: | 1,861,643.09 | 107 |



See **Appendix 5** for details of expenditure in each MD.

7.2.6 Health & Safety Training

The following are the Health & Safety training requirements for employees and the actual work site when Local Improvements Schemes are being undertaken:

Employees:

- Safe Pass Card
- Manual Handling
- CSCS: H&S at Roadworks course/Signage, Lighting & Guarding for relevant staff

After consultation with the Health and Safety Officer, Internal Audit assessed a percentage of employees in each for compliance with the above H&S training requirements.

In order to provide a comprehensive overview of the staff training records, the selection was made on a cross-grade basis across all Roads areas. This information was obtained from the Training area of the Human Resources Section (See **Appendix 6** for details).

Work site:

- Risk Assessment,
- Traffic Management Plan,
- Safe System of Work Plans,
- Design of Surface Dressing Plan.

7.2.7 Data Protection

Donegal County Council's "Privacy Statement" is published on the Council website and outlines the current policy in relation to the obtaining and sharing of information provided by the general public. The Statement also outlines how this information is retained under the guidance of the "National Records Retention Policy".

The collection and retention of data for Local Improvement Schemes also falls under the remit of DCC's "Data Protection Policy (2013)", in particular the following extracts from Rules 2 and 4 of the policy:

Rule 2:

"Donegal County Council will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes".

Rule 4:

"Donegal County Council will take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of the data and against their accidental loss or destruction".

8. CONCLUSIONS/RECOMMENDATIONS

8.1 Statistical Analysis

Conclusion

There was a large number of LIS applications received in 2017 and given the limited timeframe allocated for completion of prioritised schemes; the majority of these schemes were carried over into the following year's work programme. These schemes were scheduled for completion along with the prioritised applications received in 2018.

Recommendation

It is recommended that a longer timeframe is allocated for both the application and approval process for LIS schemes. This will allow relevant staff to allocate the necessary time for undertaking and completing successful applications.

Response from Roads:

"This is not within the control of the Council. We have made several reps to DRCD to allocate monies in good time, etc but essentially we must comply with their requirements. It will not be possible to implement this recommendation".

Comment from Internal Audit:

The response from Roads is noted, it is beyond the control of DCC to improve this process at this time.

8.2 LIS Process

8.2.1 Eligibility

Conclusion

The eligibility criteria are clearly set out in the legislation. However, the selection of a Priority List for each Area is a time-consuming process for staff, given the nature of this type of application and the criteria to be checked. This may impact on the number of schemes undertaken, given the limited timeframe involved.

Recommendations

It is recommended that the eligibility process is streamlined in order to maximise the use of staff time and resources (e.g. submitting comprehensive evidence of land ownership/usage). This will help to ensure an efficient and effective process under difficult time constraints.

It is further recommended that staff remain vigilant for applications that do not fulfil the criteria or where information has been manipulated to fit same (i.e. greater stringency in returning incomplete/invalid forms). This will ensure greater transparency throughout the process and adherence to the new guidelines. Given the amount of money involved in Local Improvement Schemes, it is imperative that the eligibility criteria are strictly adhered to.

8.2.2 Documentation for Application

Application form:

Conclusions

It is noted that there are 3 different application forms being used which contain varying types of information:

- 1 application form lists the projects which are eligible for grant assistance and states that “the road must, in the opinion of the Council, be used by the public”.
- 1 application form asks if applicants intend to carry out preparatory works such as hedge cutting, cleaning verges or strengthen soft spots.
- 1 application form states that the application must contain a site location map with individual parcels of land qualifying marked thereon and applications will be returned if not accompanied with these maps.
- 1 application form states that under no circumstances will private streets or avenues be dealt with under an LIS application.
- 1 application form states that applicants currently involved in farming should quote Herd No. /Flock No. and attach recent original correspondence from the Department of Agriculture bearing name/ address of applicant.

IA noted that some application forms received were only partially completed.

Recommendations

It is recommended that the LIS application form be standardised to ensure consistency in the information received by DCC.

Response from Roads:

"It is already standardised however some original applications were made on older versions and it is not considered reasonable to request applicants to resubmit on the new form. Where further information is needed then this is requested from the applicants."

Internal Audit Response:

The response is noted however, Internal Audit recommends that older, out of date forms are removed from circulation.

It is also recommended that the application form be set out in a manner which provides clarity in relation to the eligibility requirements, as well as sufficient evidence of ownership and usage of land. Maps that are provided to other agencies outlining proof of land usage may be more beneficial.

Response from Roads:

"It is thought that the current version of the Form achieves this [...] Perhaps append the current version of the application form".

Copy of current Application Form attached at **Appendix 7**.

Site Location Map:

Conclusions

In some instances the maps and sketches submitted showing the area/location for the proposed works were of a poor quality (e.g. hand drawn sketches were submitted in lieu of a map in some cases) and other maps which were submitted did not provide the required detail.

IA understands that Department of Agriculture maps provide greater detail in relation to land ownership and usage.

One version of the application form does not include a request for the applicant to provide a map.

Recommendations

It is recommended that the applicant be requested to submit a more appropriate map i.e. other agency maps (Dept. of Agriculture, Food and Marine, Basic Farm Payment maps) which show the name/address of person owning/occupying the land which would be more beneficial.

It is also recommended that the current map scale stipulation be amended or removed and replaced with a more appropriate scale that would provide more detail.

It is further recommended that any application that does not include an appropriate map is not considered for improvement works.

Response from Roads:

"Roads are of the view that a 1:2500 scale map provides sufficient detail to identify the road being applied for and the various land holdings".

Roads Services have confirmed that Eircodes are now included in application forms in future to aid staff in identifying location.

Comment from Internal Audit:

The response from Roads is noted

Forms certifying qualification/disqualification:

Conclusion

Most of the files inspected did not contain the form signed by the EE qualifying the scheme; this again may be due to the time constraints involved in the overall process.

Recommendation

It is recommended that all relevant information, including the qualification form, is retained in the main LIS application file.

Form LIS4 (Pink form) requesting signatures of Promoter and beneficiaries to be witnessed by staff member:

Conclusions

DCC requires the LIS4 form (Pink form) to be signed by the Promoter and Beneficiaries, in person, at their local PSC and witnessed by a member of staff; this is outlined in the cover letter (LIS 2) which accompanies the form.

IA noted that in a large number of instances, this was not the case and some signatures were witnessed by the Scheme Promoter, County Councillors or other beneficiaries and some signatures were not witnessed at all.

It should be noted if this form is not signed by each beneficiary and their signatures witnessed by a staff member, then a beneficiary could in fact, stop the work being carried out.

Recommendation

It is recommended that no scheme be undertaken without the signature of the Promoter and each beneficiary being witnessed by a staff member as otherwise works could be stopped.

Response from Roads:

"This will not be practical in all instances. On occasion beneficiaries could be elderly, house bound, out of the country, etc. Some flexibility is needed".

Internal Audit response:

IA acknowledges the issues that may prevent signatures by relevant parties and further recommends that the LIS 4 form and cover letter are amended to accommodate these issues.

8.2.3 Prioritisation process

Conclusion

The LIS Memorandum 2002 states that in determining priority regard should be had to applicants with special circumstances (e.g. hardship, elderly or disabled occupants). IA understands that 15% of overall funding can be allocated in these circumstances. IA noted that this is not provided for on the application forms and may therefore have a bearing on the decision of the EE/RSS in selecting a scheme.

Recommendation

It is recommended that the application form include the above guidance to ensure that applicants with special circumstances are considered appropriately.

Response from Roads:

"This is a small element of the prioritisation process and we deal with this through local knowledge. Details of a person's special circumstances could be personal and [...] it would be inappropriate to ask for this on an application form.

There is also the problem of the Council's ability to verify these types of submissions and could end up being disproportionate to the level of funding available".

Roads also stated that the DRCD are reviewing this matter for future allocations.

Internal Audit response:

IA acknowledges the issues that may prevent signatures by relevant parties and further recommends that the LIS 4 form and cover letter are amended to accommodate these issues.

8.2.4 Pricing Schemes

Conclusions

It is noted that the final costs of some schemes can be considerably over or under the Engineer's original estimate. As the applicant's contribution is paid based on the estimate, it is unclear what the process is in relation to addressing any discrepancy (i.e. is a further contribution requested or a refund required).

Recommendation

It is recommended that clarification be provided in relation to the process for addressing the applicant's contribution in these instances.

8.2.5 Funding

Conclusions

Although it is noted that the final spend for 2018 exceeded the total allocation for the year, this is likely due to the inclusion of 2017 schemes as part of the 2018 works.

A review of the number of schemes carried out in each area would appear to highlight a large variance in the number of schemes carried out vs. the total spend in the individual areas.

Recommendation

It is recommended that the reason(s) for the variance in amount of schemes completed vs. overall spend in each of the areas is determined.

8.2.6 Health & Safety Training

Conclusion

IA reviewed a selection of staff training records and notes that from a sample of 28 employees for the period in question, there is no record of:



It should be noted that, although there is no records of either SLG or H&S for Roadworks training for some employees, in some instances this may not be necessary depending on the duties of the employee and the fact that SLG training supersedes the H&S for Roadworks training.

Recommendation

It is recommended that where mandatory training is necessary for staff that same is provided before undertaking future LIS work. All staff training records should also be kept up to date.

8.2.7 Data Protection

Conclusion

IA is aware that although the majority of information relating to LIS is stored centrally _____ some information in relation to applications is still retained in the areas.

Recommendation

It is recommended that clarification be provided on the type of LIS information that is being retained in the areas and the manner in which this information is stored.

Acknowledgement

I would like to acknowledge the assistance and co-operation of both administrative and outdoor based staff from the Roads Directorate during the course of this audit.

Sean Canning

**Sean Canning,
A/INTERNAL AUDITOR.**

APPENDICES

Appendix 1 – Circulation List

15/05/2020 **Final Report sent to:**

[Redacted]

Copied to:

[Redacted]

06/03/2020 **Draft Report sent to:**

[Redacted]

Copied to:

[Redacted]

Appendix 2 – Summary Recommendations

| | Recommendations | Response from Directorate | Follow-up Actions undertaken by | Timeline |
|---|--|---|--|-------------------------------------|
| 1 | <p><u>8.1 Statistical Analysis</u></p> <p>It is recommended that a longer timeframe is allocated for both the application and approval process for LIS schemes. This will allow relevant staff to allocate the necessary time for undertaking and completing successful applications.</p> | <p><i>This is not within the control of the Council. We have made several reps to DRCD to allocate monies in good time, etc but essentially, we must comply with their requirements. It will not be possible to implement this recommendation</i></p> | <p>Response noted by Internal Audit – no follow up action required.</p> | <p>N/A</p> |
| 2 | <p><u>8.2.1 Eligibility</u></p> <p>It is recommended that the eligibility process is streamlined in order to maximise the use of staff time and resources (e.g. evidence of land ownership/usage, greater stringency in returning incomplete/invalid forms).</p> <p>It is also recommended that staff remain vigilant for applications that do not fulfil the criteria or where information has been manipulated to fit same.</p> | <p>Agreed</p> | <p>Roads Directorate</p> | <p>Ongoing</p> |
| 3 | <p><u>8.2.2 Documentation for Application</u></p> <p><u>Application form:</u></p> <p>It is recommended that the application form is set out in a manner which provides clarity in relation to the eligibility requirements, as well as sufficient evidence of ownership and usage of land. Maps that are provided to other agencies outlining proof of land usage may be more beneficial.</p> | <p><i>Application form is standardised however, some original applications were made on older versions and it is not considered reasonable to request applicants to resubmit on the new form. Where further information is needed then this is requested from the applicants.</i></p> <p><i>It is thought that the current version of the Form achieves this.</i></p> | <p>Response noted by Internal Audit with recommendation that older, out of date forms are removed from circulation.</p> <p>Ongoing</p> | <p>N/A</p> <p>Roads Directorate</p> |

| | | | |
|--|--|--|---|
| <p><u>Site Location Map:</u></p> <p>It is recommended that each applicant is requested to submit a more appropriate map i.e. other agency maps which show the name/address of person owning/occupying the land which would be more beneficial.</p> <p>It is also recommended that the current map scale stipulation be amended or removed and replaced with a more appropriate scale that would provide more detail.</p> <p>It is further recommended that any application that does not include an appropriate map is not considered for improvement works.</p> <p><u>Forms certifying qualification/disqualification:</u></p> <p>It is recommended that all relevant information, including the qualification form, is retained in the main LIS application file.</p> <p><u>Form LIS4 (Pink form) requesting signatures of Promoter and beneficiaries to be witnessed by staff member:</u></p> <p>It is recommended that no scheme be undertaken without the signature of the Promoter and each beneficiary being witnessed by a staff member as otherwise works could be stopped.</p> | <p><i>Perhaps append the current version of the application form.</i></p> <p><i>Roads are of the view that a 1:2500 scale map provides sufficient detail to identify the road being applied for and the various land holdings.</i></p> <p><i>Roads have also confirmed that Eircodes are now included in the application form to aid identifying sites.</i></p> <p><i>This will not be practical in all instances. On occasion beneficiaries could be elderly, house bound, out of the country, etc. Some flexibility is needed.</i></p> | <p>Response noted by Internal Audit – no follow up action required.</p> <p>Completed</p> <p>Roads Directorate</p> <p>Response noted and acknowledged by Internal Audit – no further action required.</p> | <p>N/A</p> <p>N/A</p> <p>Ongoing</p> <p>N/A</p> |
|--|--|--|---|

| | | | | |
|---|--|--|--|----------------|
| 4 | <p><u>8.2.3 Selection process</u></p> <p>It is recommended that the application form include the above guidance to ensure that applicants with special circumstances are considered appropriately.</p> | <p><i>This is a small element of the prioritisation process and dealt with through local knowledge.</i></p> <p><i>Details of a person's special circumstances could be personal [...] it would be inappropriate to ask for this on an application form. There is also the problem of the Council's ability to verify these types of submissions and could end up being disproportionate to the level of funding available.</i></p> <p><i>Road have also confirmed that the DRCD are reviewing this issue for future allocations.</i></p> | <p>Responses noted by Internal Audit – no further action required.</p> | <p>N/A</p> |
| 5 | <p><u>8.2.4 Pricing Schemes</u></p> <p>It is recommended that clarification sought in relation to the process for addressing the applicant's contribution in these instances.</p> | <p>Agreed</p> | <p>Roads Directorate</p> | <p>Ongoing</p> |
| 6 | <p><u>8.2.5 Funding</u></p> <p>It is recommended that the variance in the number of schemes completed vs. overall spend in each of the areas is determined.</p> | <p>Agreed</p> | <p>Roads Directorate</p> | <p>Ongoing</p> |
| 7 | <p><u>8.2.6 Health & Safety Training</u></p> <p>Where mandatory training is necessary for staff, it is recommended that same is provided before undertaking future LIS work. All staff training records should also be kept up to date.</p> | <p>Agreed</p> | <p>Roads Directorate</p> | <p>Ongoing</p> |

| | | | | |
|---|---|--------|-------------------|---------|
| | | | | |
| 8 | <p><u>8.2.7 Data Protection</u></p> <p>It is recommended that clarification be sought on the type of information that is being retained in the areas and the manner in which this information is stored.</p> | Agreed | Roads Directorate | Ongoing |

Appendix 3 – Audit Classification

| Level | Definition |
|-------------------|---|
| 1. Substantial | <p>Evaluation Opinion:</p> <ul style="list-style-type: none"> - There is a robust system of risk management, control and governance - The systems in place should ensure that objectives are fully achieved - The control processes tested are being applied consistently |
| 2. Adequate | <p>Evaluation Opinion:</p> <ul style="list-style-type: none"> - There is a generally adequate system of risk management, control and governance - The systems in place should ensure that essential objectives are fully achieved - The control processes tested are, in general, being applied consistently - However, there are some weaknesses in control that are placing some objectives at risk. There is a risk that some objectives may not be fully achieved - Some improvements are required to enhance the adequacy and/or effectiveness of risk management, control and governance |
| 3. Limited | <p>Evaluation Opinion:</p> <ul style="list-style-type: none"> - There is a weak system of risk management, control and governance - There is considerable risk that objectives will not be achieved - The control processes that exist are not being applied consistently - There are some significant weaknesses in control in a number of areas - Prompt action is required to improve the adequacy and effectiveness of risk management, control and governance |
| 4. Unsatisfactory | <p>Evaluation Opinion:</p> <ul style="list-style-type: none"> - There is an inadequate system of risk management, control and governance - The system has failed or there is a real and substantial risk that the system will fail to meet its objectives - Systems/processes are open to significant error or abuse - Urgent action is required to improve the adequacy and effectiveness of risk management, control and governance |
| 5. No Assurance | <p>Evaluation Opinion:</p> <ul style="list-style-type: none"> - Internal Audit has been unable to form an opinion on the system of risk management, control and governance - Internal Audit has been unable to access or has been prevented from accessing essential information required to form an opinion - Internal Audit has not received the cooperation of staff/management |

Appendix 4 - Questionnaire

LOCAL IMPROVEMENT SCHEMES - 2018

QUESTIONNAIRE

| 1 | GENERAL INFORMATION | |
|---|---|--|
| | What Government Dept is responsible for the provision of LIS? | |
| | What are the parameters as to what projects are eligible? | |
| | What are the different forms of assistance which can be provided by a LA under LIS? | |
| | What are the conditions under which assistance can be provided? | |
| 2 | RELEVANT DOCUMENTATION | |
| | Application form, sketch map, form sent to applicant advising grant authorized, etc. Are there Forms LIS 1, 2, 3, 4, etc. for different stages of the application and which stages of the application are they specific to? | |
| | Was written confirmation of the Council's intention to comply fully with the terms and conditions of the Scheme sent to the Dept. of Transport and when? | |
| 3 | PROCESSING APPLICATIONS | |
| | Was each EE requested to draw up a Priority List and when? Who issued this request? Get copies of the Priority Lists for each Area. See sample. | |
| | Who prioritises the applications received? | |
| | Who prepares the Estimates for eligible applications? | |
| | What time of year are the estimates generally done and when is the actual work carried out? | |
| | What happens if a scheme is not done in the year it was estimated for? Is it automatically carried forward to the following LIS year and is it re-costed? | |
| | How much is the contribution? | |
| | What is the contribution spent on? Is it on the works or the administration of the scheme? | |
| | Who advises who when a local contribution is paid? | |
| | View each Electoral Areas' eligibility list - how were schemes prioritized? | |
| | Are applicants/beneficiaries allowed/encouraged to do preparatory works to enable the grant to go further? | |
| | | |

| | | |
|----------|--|--|
| 4 | EXPENDITURE | |
| | How is the Grant obtained? How is it applied for and when? | |
| | When was the Grant notified and how much? | |
| | How was the total allocation broken down and what is this based on? Get a breakdown of the expenditure for 2018 per EA. See sample. | |
| | Is there a separate job code for each project, to ensure that, as each scheme is a separate project which beneficiaries have paid a contribution towards having a specific sum spent on, that there is evidence of same? | |
| | Check expenditure recorded on Agresso to ensure that it is consistent with LIS type expenditure and within the timeframe allowed by the Scheme rules. See sample. | |
| | Get end-of-year expenditure details. | |
| 5 | LIS COMPLETED PROJECTS | |
| | Site visits - inspect a sample of completed LIS with the relevant RSS. | |
| 6 | HEALTH & SAFETY REQUIREMENTS | |
| | What are the H & S issues? | |
| | What are the requirements of H & S for undertaking these schemes? | |
| | Is Safe Pass Cards required/obtained for persons undertaking works? | |
| | Are Traffic Management plans required for each project? | |
| | Ensure compliance with relevant H & S requirements. | |
| 7 | GDPR | |
| | What security processes are in place for dealing with sensitive information? | |
| | Who has access to this information. Is access limited to certain members of staff etc.? | |
| 8 | MISCELLANEOUS | |
| | | |
| | | |

Appendix 5 – Breakdown of LIS Expenditure by Area**LOCAL IMPROVEMENT SCHEMES 2018****LETTERKENNY MD**

| | Code | File Ref. | Address | Estimated cost € | Local Contribution € | Actual spend € |
|----|-------------|------------------|----------------|-------------------------|-----------------------------|-----------------------|
| 1 | 4B444229 | ██████ | ██████ | 21,666 | 2,167.00 | 23,175.12 |
| 2 | 4B444230 | ██████ | ██████ | 32,200 | 3,220.00 | 21,819.07 |
| 3 | 4B444231 | ██████ | ██████ | 23,920 | 2,392.00 | 25,465.00 |
| 4 | 4B444232 | ██████ | ██████ | 23,299 | 2,330.00 | 19,161.71 |
| 5 | 4B444235 | ██████ | ██████ | 24,600 | €2,460.00 | 28,278.46 |
| 6 | 4B444234 | ██████ | ██████ | 10,704 | €1,070.40 | 11,585.21 |
| 7 | 4B444237 | ██████ | ██████ | 10,700 | €1,070.00 | 15,622.43 |
| 8 | 4B444238 | ██████ | ██████ | 19,280 | €1,928.00 | 24,012.27 |
| 9 | 4B444236 | ██████ | ██████ | 16,400 | 1,640.00 | 24,272.70 |
| 10 | 4B434212 | ██████ | ██████ | 27,324 | 2,732.00 | 21,479.45 |
| 11 | 4B434213 | ██████ | ██████ | 16,790 | 1,679.00 | 22,890.42 |
| 12 | 4B434214 | ██████ | ██████ | 33,994 | 3,399.00 | 25,581.27 |
| 13 | 4B434220 | ██████ | ██████ | 36,000 | €3,600.00 | 35,571.69 |
| 14 | 4B434219 | ██████ | ██████ | 37,728 | €5,659.20 | 38,383.98 |
| 15 | 4B434218 | ██████ | ██████ | 15,100 | €1,510.00 | 15,100.38 |
| 16 | 4B434221 | ██████ | ██████ | 16,500 | 1,650.00 | 17,298.47 |
| 17 | 4B434222 | ██████ | ██████ | 6,632 | 663.00 | 6,221.37 |
| 18 | 4B443185 | ██████ | ██████ | 28,980 | 2,898.00 | 17,619.80 |
| 19 | 4B443186 | ██████ | ██████ | 40,480 | 4,048.00 | 37,177.15 |
| 20 | 4B443189 | ██████ | ██████ | 42,400 | 6,300.00 | 45,045.89 |
| 21 | 4B443190 | ██████ | ██████ | 14,000 | 1,400.00 | 20,573.70 |
| | | | | 498,697 | 53,815.60 | 496,335.54 |

INISHOWEN MD

| | Code | File Ref. | Address | Estimated cost € | Local Contribution € | Actual spend € |
|----|-------------|------------------|----------------|-------------------------|-----------------------------|-----------------------|
| 1 | 1B403206 | ██████ | ██████ | 4,485 | 449.00 | 4,092.77 |
| 2 | 1B403207 | ██████ | ██████ | 9,660 | 966.00 | 8,680.09 |
| 3 | 1B403208 | ██████ | ██████ | 24,150 | 2,415.00 | 26,725.33 |
| 4 | 1B403211 | ██████ | ██████████████ | 27,000 | 4,050.00 | 32,239.20 |
| 5 | 1B403212 | ██████ | ██████████████ | 15,000 | 1,500.00 | 17,451.74 |
| 6 | 1B406215 | ██████ | ██████████████ | 25,875 | 2,588.00 | 10,805.43 |
| 7 | 1B406216 | ██████ | ██████████████ | 8,280 | 828.00 | 6,996.80 |
| 8 | 1B406221 | ██████ | ██████████████ | 20,700 | 2,070.00 | 8,778.74 |
| 9 | 1B406224 | ██████ | ██████████████ | 6,500 | 600.00 | 5,677.83 |
| 10 | 1B406222 | ██████ | ██████████████ | 13,125 | 1,312.50 | 13,125.00 |
| 11 | 1B406223 | ██████ | ██████████████ | 36,000 | 3,600.00 | 28,730.00 |
| 12 | 1B404201 | ██████ | ██████████████ | 20,700 | 3,105.00 | 19,702.70 |
| 13 | 1B404202 | ██████ | ██████████████ | 12,765 | 1,277.00 | 13,638.91 |
| 14 | 1B404207 | ██████ | ██████████████ | 15,000 | 1,500.00 | 14,582.22 |
| 15 | 1B404206 | ██████ | ██████████████ | 14,200 | 1,420.00 | 17,062.21 |
| 16 | 1B405162 | ██████ | ██████████████ | 13,800 | 1,380.00 | 11,614.40 |
| 17 | 1B405163 | ██████ | ██████████████ | 12,650 | 1,265.00 | 11,454.97 |
| 18 | 1B405169 | ██████ | ██████████████ | 12,000 | 1,200.00 | 12,070.30 |
| 19 | 1B405168 | ██████ | ██████████████ | 14,000 | 1,400.00 | 16,128.03 |
| | | TOTAL | | 305,890 | 32,925.50 | 279,556.67 |

STRANORLAR MD

| | Code | | | Estimated cost € | Local Contribution € | Actual spend € |
|----|-------------|--------------|--|-------------------------|-----------------------------|-----------------------|
| 1 | 6B435191 | | | 5,175 | 518.00 | 2,402.22 |
| 2 | 6B435192 | | | 9,798 | 980.00 | 13,235.68 |
| 3 | 6B435193 | | | 9,890 | 989.00 | 13,379.69 |
| 4 | 6B435195 | | | 15,900 | 2,385.00 | 15,900.00 |
| 5 | 6B435196 | | | 15,860 | 1,586.00 | 17,316.21 |
| 6 | 6B452168 | | | 44,108 | 4,411.00 | 24,309.95 |
| 7 | 6B452169 | | | 27,962 | 2,796 | 10,216.97 |
| 8 | 6B452173 | | | 21,500 | 3,225.00 | 18,108.95 |
| 9 | 6B452172 | | | 32,700 | 3,270.00 | 27,814.99 |
| 10 | 6B451247 | | | 38,816 | 3,882.00 | 30,255.58 |
| 11 | 6B451248 | | | 27,393 | 2,739.00 | 10,618.75 |
| 12 | 6B451252 | | | 20,656 | 3,098.00 | 12,730.20 |
| 13 | 6B451253 | | | 35,898 | 5,385.00 | 24,572.31 |
| 14 | 6B451254 | | | 7,280 | 728.00 | 6,396.53 |
| 15 | 6B435197 | | | 17,880.00 | 1,788.00 | 17,880.00 |
| | | TOTAL | | 330,816 | 37,780 | 245,138.03 |

DONEGAL MD

| | Code | File Ref. | Address | Estimated cost € | Local Contribution € | Actual spend € |
|----|-------------|------------------|----------------|-------------------------|-----------------------------|-----------------------|
| 1 | 2B414188 | ██████ | ██████ | 9,488 | 949.00 | 7,832.97 |
| 2 | 2B414189 | ██████ | ██████ | 9,764 | 976.00 | 8,209.12 |
| 3 | 2B414190 | ██████ | ██████ | 13,973 | 1,397.00 | 12,435.46 |
| 4 | 2B414191 | ██████ | ██████ | 9,660 | 966.00 | 8,023.83 |
| 5 | 2B414192 | ██████ | ██████ | 9,580 | 958.00 | 8,179.56 |
| 6 | 2B414193 | ██████ | ██████ | 5,831 | 583.00 | 4,559.01 |
| 7 | 2B414194 | ██████ | ██████ | 13,110 | 1,311.00 | 11,453.08 |
| 8 | 2B415159 | ██████ | ██████ | 20,700 | 3,105.00 | 19,017.28 |
| 9 | 2B414197 | ██████ | ██████ | 13,380 | 1,338.00 | 13,873.56 |
| 10 | 2B414198 | ██████ | ██████ | 36,810 | 3,681.00 | 38,994.00 |
| 11 | 2B414196 | ██████ | ██████ | 20,730 | 2,073.00 | 20,874.38 |
| 12 | 2B416195 | ██████ | ██████ | 3,450 | 345.00 | 4,908.50 |
| 13 | 2B416196 | ██████ | ██████ | 11,776 | 1,178.00 | 11,095.40 |
| 14 | 2B416198 | ██████ | ██████ | 14,800 | 1,480.00 | 14,939.65 |
| 15 | 2B416199 | ██████ | ██████ | 12,500 | 1,875.00 | 13,741.30 |
| 16 | 2B417194 | ██████ | ██████ | 8,754 | 875.00 | 7,796.69 |
| 17 | 2B417195 | ██████ | ██████ | 17,078 | 1,708.00 | 13,141.92 |
| 18 | 2B417196 | ██████ | ██████ | 14,951 | 1,459.00 | 10,831.20 |
| 19 | 2B417199 | ██████ | ██████ | 25,375 | 2,537.50 | 26,227.90 |
| 20 | 2B417200 | ██████ | ██████ | 32,988 | 3,299.00 | 32,893.69 |
| 21 | 2B415158 | ██████ | ██████ | 20,700 | 2,070.00 | 17,614.45 |
| 22 | 2B417197 | ██████ | ██████ | 31,050 | 3,105.00 | 27,903.04 |
| 23 | 2B415161 | ██████ | ██████ | 15,300 | 1,530.00 | 15,635.76 |
| 24 | 2B415164 | ██████ | ██████ | 11,800 | 1,180.00 | 11,930.11 |
| 25 | 2B415163 | ██████ | ██████ | 9,300 | 930.00 | 8,560.65 |
| 26 | 2B415162 | ██████ | ██████ | 9,000 | 900.00 | 9,599.29 |
| | | TOTAL | | 401,848 | 41,808.50 | 380,271.80 |

GLENTIES MD

| | Code | File Ref. | Address | Estimated cost € | Local Contribution € | Actual spend € |
|----|---------------------------------|------------------|----------------|-------------------------|-----------------------------|-----------------------|
| 1 | 3B425187 | | | 22,080 | 3,312.00 | 15,810.68 |
| 2 | 3B425188 | | | 7,360 | 736.00 | 8,998.62 |
| 3 | 3B425189 | | | 12,144 | 1,214.00 | 8,392.90 |
| 4 | 3B425190 | | | 8,280 | 828.00 | 6,820.32 |
| 5 | 3B425192 | | | 31,200 | 3,120.00 | 31,200.00 |
| 6 | 3B425193/ 3B425214 | | | 24,910 | 2,491.00 | 27,051.35 |
| 7 | 3B424202 | | | 22,667 | 2,266.70 | 22,769.61 |
| 8 | 3B424178/ 3B424198 | | | 30,850 | 3,085.00 | 26,238.51 |
| 9 | 3B424199 | | | 18,216 | 2,732.00 | 11,747.04 |
| 10 | 3B424200 | | | 27,600 | 2,760.00 | 36,403.08 |
| 11 | 3B424201 | | | 44,800 | 4,480.00 | 40,677.05 |
| 12 | 3B424203 | | | 14,400 | 2,160.00 | 13,155.18 |
| 13 | 3B426175 | | | 17,664 | 1,766.00 | 17,218.48 |
| 14 | 3B426176 | | | 5,520 | 552.00 | 4,965.71 |
| 15 | 3B426177 | | | 8,280 | 828.00 | 6,372.14 |
| 16 | 3B426174 | | | 23,184 | 2,318.00 | 21,830.70 |
| 17 | 3B426179 | | | 16,800 | 1,680.00 | 13,267.72 |
| 18 | 3B426175 | | | 20,160 | 2,016.00 | 17,218.48 |
| 19 | 3B426180 | | | 14,400 | 1,440.00 | 13,450.18 |
| 20 | 3B427162 | | | 22,080 | 2,208.00 | 20,861.23 |
| 21 | 3B427163 | | | 7,040 | 704.00 | 6,217.68 |
| 22 | 3B427164 Internal payment | | | 23,920 | 2,392.00 | 20,741.63 |
| 23 | 3B427165 | | | 5,520 | 552.00 | 5,759.29 |
| 24 | 3B427173 | | | 19,500 | 2,925.00 | 24,565.80 |
| 25 | 3B427171 | | | | | 19,298.32 |

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| | | | | | | |
|----|---------|--------------|--|----------------|------------------|-------------------|
| | | | | 17,550 | 2,632.50 | |
| 26 | 3B42712 | | | 19,500 | 1,950 | 19,309.35 |
| | | TOTAL | | 485,625 | 53,148.20 | 460,341.05 |

Appendix 6 – Staff Health & Safety Training Records

| Emp-ID | Area | Job Title | Safe Pass | Manual Handling | SLG | H&S at Roadwork's | Notes: |
|---------|------|-----------|---------------------------------------|---|--|---------------------------------------|--|
| XXXX594 | | | Yes- Completed March 2017 | Completed- April 2019, no record prior to this | Yes- Completed March 2018, card valid to Mar 2023 | No Record | SLG Card supersedes H&S at Roadworks, does not need to hold a H&S card |
| XXXX207 | | | Yes- Completed December 2017 | Yes- Completed April 2017 | No Record | Yes- Completed January 2014 | May not need SLG depending on the work the employee is carrying out |
| XXXX438 | | | Yes- Completed February 2018 | Yes- Completed February 2016 | Yes- Completed update Refresher in February 2015 | No Record | SLG Card supersedes H&S at Roadworks, does not need to hold a H&S card |
| XXXX389 | | | Yes- Completed July 2017 | Yes- Completed February 2016 | Yes- Completed update Refresher in January 2014 | No Record | SLG Card supersedes H&S at Roadworks, does not need to hold a H&S card |
| XXX598 | | | No Record | Yes- Completed December 2017 | No Record | No Record | Commenced Employment in 2017, training history may not have been sent to HR |
| XXXX481 | | | Yes- Completed December 2017 | Yes- Completed March 2018 | No Record | Yes- Completed December 2014 | May not need SLG depending on the work the employee is carrying out |
| XXXX321 | | | Yes- Completed December | Yes- Completed April 2017 | Yes- Completed February | No Record | SLG Card supersedes H&S at |

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| | | | 2017 | | 2010 | | Roadworks, does not need to hold a H&S card |
|---------|--|--|---|---------------------------------|---|--------------------------------------|---|
| XXXX067 | | | Yes-last Completed November 2018 | Yes- Completed April 2017 | Yes-last completed February 2014 | No Record | SLG Card supersedes H&S at Roadworks, does not need to hold a H&S card |
| XXXX730 | | | Yes-last Completed January 2018 | Yes- Completed April 2017 | Yes-Last completed April 2014 | Yes- Completed in June 2009 | SLG Card supersedes H&S at Roadworks, does not need to hold a H&S card |
| XXXX089 | | | Yes-last Completed January 2018 | Yes- Completed April 2017 | Yes-Last completed March 2016 | No Record | SLG Card supersedes H&S at Roadworks, does not need to hold a H&S card |
| XXXX931 | | | Yes- Completed May 2015 | Completed January 2019 | No Record | No Record | No record on core of employee having either SLG or H&S, may need to check with employee |
| XXXX445 | | | Yes- Completed December 2017 | Yes- Completed April 2017 | Yes-Last completed April 2014 | No Record | SLG Card supersedes H&S at Roadworks, does not need to hold a H&S card |
| XXXX261 | | | Yes- Completed December 2017 | Yes- Completed April 2017 | Yes-Last completed April 2013 | No Record | SLG Card supersedes H&S at Roadworks, does not need to hold a H&S card |
| XXXX390 | | | Yes- Completed March | Yes- Completed November | | Yes- Completed January | May not need SLG depending |

| | | | 2015 | 2017 | | 2014 | on the work the employee is carrying out |
|---------|--|--|----------------------------------|-------------------------------|---|-----------|--|
| XXXX017 | | | Yes-Dec 2014 renewed in Dec 2018 | Yes-Last Completed March 2018 | Yes-Completed update Refresher in February 2015 | No Record | SLG Card supersedes H&S at Roadworks, does not need to hold a H&S card |
| XXXX142 | | | Yes-Completed December 2017 | Yes-Last Completed March 2018 | Yes-Las Completed April 2013 | No Record | SLG Card supersedes H&S at Roadworks, does not need to hold a H&S card |
| XXXX840 | | | Yes-Completed December 2017 | Yes-Completed April 2017 | Yes-Last completed Update Refresher in May 2013 | No Record | SLG Card supersedes H&S at Roadworks, does not need to hold a H&S card |
| XXXX532 | | | Yes-Completed March 2015 | Yes-Completed April 2017 | Yes-Last completed in May 2013 | No Record | SLG Card supersedes H&S at Roadworks, does not need to hold a H&S card |
| XXXX014 | | | | | | | Did not Commence employment with DCC until September 2019 |
| XXXX082 | | | Yes-Completed December 2017 | Yes-Completed April 2017 | Yes-completed February 2014 | No Record | SLG Card supersedes H&S at Roadworks, does not need to hold a H&S card |
| XXXX666 | | | Yes-Completed October 2017 | Yes-Last Completed March 2018 | Yes-Completed February 2018 | No Record | SLG Card supersedes H&S at Roadworks, does not |

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| | | | | | | | |
|---------|--|--|--------------------------------|-------------------------------|---|----------------------------|---|
| | | | | | | | need to hold a H&S card |
| XXXX446 | | | Yes-Completed March 2017 | Yes-Last Completed March 2018 | Yes-Completed update Refresher in February 2015 | No Record | SLG Card supersedes H&S at Roadworks, does not need to hold a H&S card |
| XXXX084 | | | Yes-Completed in February 2015 | Yes-Last Completed March 2018 | Yes-Last Completed May 2014 | No Record | SLG Card supersedes H&S at Roadworks, does not need to hold a H&S card |
| XXXX211 | | | Yes-Completed March 2016 | Yes-Last Completed March 2018 | No Record | Yes-Completed January 2014 | May not need SLG depending on the work the employee is carrying out |
| XXXX644 | | | Completed December 2019 | Completed February 2019 | No Record | No Record | Training record starts November 2016, training history may not have been sent to HR |
| XXXX945 | | | No Record | Yes-Completed March 2018 | No Record | No Record | Training record starts November 2016, training history may not have been sent to HR |
| XXXX808 | | | Yes-Completed in February 2015 | Yes-Completed March 2018 | No Record | Yes-Completed in May 2011 | May not need SLG depending on the work the employee is carrying out |
| XXXX309 | | | Yes-Completed March | Yes-Completed March | Yes-last completed February | No Record | SLG Card supersedes H&S at |

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| | | | | | | | |
|--|--|--|------|------|------|--|--|
| | | | 2018 | 2018 | 2014 | | Roadworks, does not need to hold a H&S card |
|--|--|--|------|------|------|--|--|

Appendix 7 – LIS Application form



**Comhairle Contae
Dhún na nGall**
Donegal County Council
Tel: 074 9153900 www.donegalcoco.ie



**Rialtas
na hÉireann**
Government
of Ireland

**Tionscadal Éireann
Project Ireland
2040**

For official use only:

Date Stamp:

LIS Reference No:

LOCAL IMPROVEMENT SCHEME APPLICATION FORM

1. Eligible Projects for Grant Assistance

- The construction or improvement of a non-public road which either:

1.1 Provides access to at least two parcels of land owned or occupied by different persons engaged in separate agricultural activities, or

1.2 Provides access for harvesting purposes (including turf or seaweed) for 2 or more persons

The road must, in the opinion of the Council, be used by the public.

- The application must contain a **Site Location Map** (Scale 1:2500 or Area Aid Map Scale 1:5000), with the individual parcels of land qualifying under 1.1 or 1.2 above marked thereon. Applications will be returned if not accompanied by these maps.

2. Form of Authorisation & Agreement

We, the undersigned, being property owners who will benefit from or will be affected by the proposed scheme, agree to the terms and conditions set out overleaf.

We hereby appoint and delegate full power to _____ to act for us as Applicants' Representative in all correspondence and other business arising out of this application and we each agree to be bound by such correspondence and by all acts of the said Applicants' Representative.

3. LIST 1

| | Name of Property Owner (BLOCK CAPITALS) | Signature of Property Owner | Type of Agricultural Activity (if any) |
|---|--|--|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

| | | | |
|---|--|--|--|
| 8 | | | |
| 9 | | | |

Further signatures may be written on separate sheet if necessary.

4. Applicants' Representative

I certify that List 1 above contains the names of all landowners and others whose land, houses or other property would be served by this scheme. I will act as the Applicants' Representative.

Signature of Applicants' Representative _____
Nominated at Section 2 above

Date _____

Postal Address _____

Eircode _____

Phone No. _____

5. Particulars of Work for Which Application is Made

A. Municipal District _____ Townland _____

B. Approx Length & Width of Road to be Improved (metres) _____

C. Describe Exact Location _____
e.g. Where lane starts etc. _____

D. Map Attached
See section 1 above

E. Describe Work Required _____

F. Does the Proposal Serve any Outside Families or the Public Generally and if so for What Purpose?

G. Are all Persons whose interests or lands would be affected in any way by the proposal, if carried out, prepared to give the necessary consent to the execution of the work?

Completed Applications should be sent to:

**Roads & Transportation Office
Donegal County Council
County House
Lifford
County Donegal
F93 Y622**

THE LOCAL IMPROVEMENT SCHEME APPLIES TO NON-PUBLIC ROADS (FARM ROADS AND CERTAIN ROADS SERVING THE PUBLIC*) AND BOG ROADS

*This refers to a road of the kind which although not a public road may connect two public roads or give access to beach or commonage and so serve the local agricultural community.

Part 2 – Terms & Conditions

1. THE WORK MUST BENEFIT TWO OR MORE PARCELS OF LAND OWNED OR OCCUPIED BY DIFFERENT PERSONS, OR IN RELATION TO RIGHTS OF TURBARY ETC. SERVE TWO OR MORE PERSONS ENTITLED TO SUCH RIGHTS.

2. The road must be, in the opinion of the council, used by the public. The work must be strictly necessary and not merely ordinary maintenance of the kind, which the applicants could reasonably be expected to do for themselves.

3. Contributions of the kind e.g. free labour will not be accepted in lieu of cash.

4. The applicants must arrange amongst themselves for the provision without cost to Donegal County Council for any lands which may be required for the construction or widening of the roadway or drains as the case may be.

5. Donegal County Council, in its discretion, will decide on the specification of the work to be done and on the best manner of carrying it out and the applicants shall not have any claims against the County Council for any imperfection which may exist in the finished work or for any failure to complete the full amount envisaged.

6. Donegal County Council will expend upon the work the sum agreed upon (i.e. the estimated cost) and in the event of that sum not being sufficient to complete the entire work specified Donegal County Council will not have any liability to be bound to expend on the work for its completion any sum in addition to the agreed sum. But the making of a supplementary grant will be considered on merit if the applicants so request and agree to pay such sum as may be required by way of additional local contributions.

7. When the work has been carried out, the Applicants shall maintain it in good order and repair at their own expense and Donegal County Council will not have any Liability for the Maintenance of the Work.