

MANAGEMENT BOARD MINUTES 11/01/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); William Parnell – Assistant Secretary (by remote access), Bairbre Nic Aongusa - Assistant Secretary and Sheenagh Rooney - Assistant Secretary (by remote link).

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments.

3. MATTERS ARISING

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.1 BREXIT

MB noted updates on Brexit. MB expressed its thanks to the DRCD representatives that participated in the relevant cross-departmental meetings and provided ongoing updates on Brexit developments for the Minister and Advisers over the Christmas and New Year period.

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- PO's continue to keep under review all contingency plans in light of Government decisions of the 30th December to apply Level 5 of the Framework nationally and the Government Decision of the 6th January setting in place additional public health restrictions.
- The updated position in relation the Community Call Initiative.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas: Roadmap for Social Inclusion 2020 – 2025 (Commitment 52) - Renew and refresh the system and level of engagement between Government bodies and the community and voluntary sector, DRCD Statement of Strategy 2021-2023, Charities (Amendment) Bill 2021, Water Safety Ireland, SICAP, Rural Development Policy 2020+, DRCD submission to the review of the NDP, meeting to discuss the review of DRCD schemes criteria, plans for developing a National Policy for the Islands and for providing an update on implementation of capital projects by the Islands Division.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted that Dáil Éireann resumes on the 13th January and Seanad Éireann resumes on the 19th January, 2021.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 18/01/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); William Parnell – Assistant Secretary (by remote access), Bairbre Nic Aongusa - Assistant Secretary and Sheenagh Rooney - Assistant Secretary (by remote link).

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit, JP Mulherin, Principal Officer, Rural Development and Supports Unit, Eddie Forsyth, Principal Officer, Rural Fund and Corporate Support, attended for agenda items no.s 5.3 and 5.4.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments.

3. MATTERS ARISING

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.1 BREXIT

MB noted that the communications unit continue to circulate Brexit Communications, Speaking Points and FAQs.

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- PO's continue to keep under review all contingency plans in light of Government decisions of the 30th December to apply Level 5 of the Framework nationally and the Government Decision of the 6th January setting in place additional public health restrictions.
- The COVID-19 Response Management Group continues to meet on a weekly basis.

5.3 NATIONAL RECOVERY AND RESILIENCE PLAN

MB discussed the correspondence from DPER, in relation to suitable investment projects for inclusion in the Plan Recovery and Resilience Plan. MB noted that DRCD will seek further clarification on this matter.

5.4 REVIEW OF THE NATIONAL DEVELOPMENT PLAN – DRCD SUBMISSION

MB discussed and provided proposals for input into the draft submission for consideration as part of the review of the National Development Plan.

MB noted and discussed the draft analytical report sent by DPER to the Department on the 15th January, 2021 titled "Assessing the alignment of the National Planning Framework and National Development Plan". Observations on the report have been requested to be returned to DPER by January the 29th. MB noted that Departments have also been requested to take account of the draft recommendations in their submissions to the NDP review. MB agreed that relevant text should be included in the Department's NDP submission and that observations on the draft report be returned to address particular aspects of the draft findings.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the Waterford Area Partnership, Rural Development Policy 2020+, meeting on the 20th January to discuss the review of DRCD schemes criteria, SICAP, Establishment of a sub-group of the Cross Sectoral Group (on the C&V Strategy) to oversee pilot community development projects (€1m funding stream approved in estimates for 2021), DRCD Statement of Strategy 2021, development of a National Islands Policy, staff engagement forum meeting on the 21st January, Senior Management Forum meeting on the 28th January.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

Department of Rural and Community Development
Management Board Meeting No. 155

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MB noted that Sean Duffy, Finance and Evaluation Unit will be the Departments representative on the Growing up in Ireland Steering Interdepartmental Steering Group.

MANAGEMENT BOARD MINUTES 25/01/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); William Parnell – Assistant Secretary (by remote access), Bairbre Nic Aongusa - Assistant Secretary and Sheenagh Rooney - Assistant Secretary (by remote link).

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit, Seán Duffy, Administrative Officer, Finance and Evaluation Unit and Jason Cleary, Assistant Principal Officer, Finance and Evaluation Unit attended for agenda items no's 4.1 and 6.2.

Paul Geraghty, Principal Officer, Social Inclusion and Communities Unit attended for agenda item no. 5.3.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments.

3. MATTERS ARISING

4. MATTERS FOR DECISION

4.1 DPER SPENDING REVIEW PROCESS 2021 – PROPOSAL FOR A REVIEW TOWN AND VILLAGE RENEWAL SCHEME

MB discussed and approved the submission in relation to the proposed review of the Town and Village Renewal Scheme as part of the Spending Review Process 2021.

5. MATTERS FOR DISCUSSION

5.1 BREXIT

MB noted that the communications unit continue to circulate Brexit Communications, Speaking Points and FAQs.

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- PO's continue to keep under review all contingency plans in light of Government decisions of the 30th December to apply Level 5 of the Framework nationally and the Government Decision of the 6th January setting in place additional public health restrictions.
- The COVID-19 Response Management Group continues to meet on a weekly basis.

5.3 DRCD AS THE COMMUNITY ARM OF GOVERNMENT – SUPPORTING AND PROMOTING INNOVATIVE COMMUNITY DEVELOPMENT APPROACHES

Paul Geraghty updated MB on a number of successful collaborations with other Departments and stakeholders that have helped to advance the strategic objectives of the Department in promoting community development.

MB noted plans for the provision of an information session/webinar on key Department policies to inform wider colleagues in other Government Departments and stakeholders of developments and to further advance opportunities for collaboration and support.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including, the meeting of the Senior officials group for the cabinet committee on COVID-19 on the 15th December, Community Call Initiative, the meeting of the Senior Management Forum on the 28th January, DRCD proposal provided to DPER in relation to the National Recovery and Resilience Plan, DRCD input into the Climate Action Plan 2021, Corporate Policy and Strategic Support - information session on Climate Action Plan 2021 on 27th January, Ministerial Management Board 1st February, DRCD submission to the review of the NDP – speaking points for Minister Humphreys, Town Centre Fris Initiative, Islands' Action Plan, meeting with Department of Environment, Climate and Communications, in relation to the Climate Action Fund – training and capacity building, centralised grantee data base, nomination of 3 DRCD nominees for common purpose training programme.

6.2 FURTHER EVALUATION UPDATE – SICAP AND RRDF STORYMAPS(GEOGRAPHIC INFORMATION SYSTEM)

Jason Cleary gave a demonstration of a draft StoryMap for SICAP and Seán Duffy gave a demonstration of a draft storyMap for RRDF to MB. MB discussed the draft storymaps and noted that a briefing session for staff on Geomapping and ArcGIS will be organised by the Finance and

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Evaluation Unit. The Finance and Evaluation Unit will contact relevant units for expression of interest in ArcGIS licences, as part of the wider rollout of GIS in the Department

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 1/02/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (Trinity Point); William Parnell – Assistant Secretary (by remote access), Bairbre Nic Aongusa - Assistant Secretary (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved.

3. MATTERS ARISING

4. MATTERS FOR DECISION

4.1

5. MATTERS FOR DISCUSSION

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- PO's continue to keep under review all contingency plans in light of Government decision of the 26th January in relation to the extension of current public health restrictions until 5th March 2021.
- The COVID-19 Response Management Group continues to meet on a weekly basis.
- Update on research by NESC on the Government's response to COVID-19, which includes a study of the Community Call structures.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the meeting on the 27th of January of the People Subgroup of CSMB, the Senior Management Forum meeting on the 28th of January, Water Safety Ireland, DRCD submission to the review of the NDP, centralised grantee database, DRCD Statement of Strategy 2021-2023, Islands' Action Plan and the first meeting of the Advisory Group (DRCD, CCMA, DHLGH and Regional Assemblies) to support the development of guidelines for the Local Economic and Community Plans (LECPs) took place on Thursday 28th January.

6.2 FOI REPORT

MB noted the FOI report.

6.3 PARLIAMENTARY REPRESENTATIONS REPORT

MB discussed and noted the Parliamentary Representations Report.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 8/02/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); William Parnell – Assistant Secretary (by remote link), Bairbre Nic Aongusa - Assistant Secretary (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit (by remote link), Dymphna Harney, Assistant Principal Officer, Finance and Evaluation Unit (by remote link) and Stephen Brady, Assistant Principal Officer, Finance and Evaluation Unit (by remote link), attended for agenda item no. 6.2.

JP Mulherin, Principal Officer, Rural Programmes & Policies Unit (by remote link), Brendan Mahon, Assistant Principal Officer, Rural Programmes & Policies Unit (by remote link) and Tara Taheny, Administrative Office, Rural Programmes & Policies Unit (by remote link), attended for agenda item no. 6.3.

Clodagh McDonnell, Principal Officer, Human Resources Unit (by remote link), Madge Dean, Assistant Principal Officer, Human Resources Unit (by remote link) and Seamus Feeney, Higher Executive Officer (by remote link), attended for agenda item no. 6.4.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved.

3. MATTERS ARISING

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- PO's continue to keep under review all contingency plans in light of Government decision of the 26th January in relation to the extension of current public health restrictions until 5th March, 2021.

- The COVID-19 Response Management Group continues to meet on a weekly basis.
- Update on request from Dept of Taoiseach for information on the impact of COVID-19 on services provided to stakeholders (immediate/long term), social impacts and seeking examples of innovation under development/implemented. Corporate Policy and Strategic Support has circulated the request for information and will engage with units this week. Principal Officers are requested to review this matter and identify/notify Corporate Policy and Strategic Support of any outstanding issues.
- Update on research by NESC on the Community Call.
- Update on the €1.7m COVID-19 Emergency Fund.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas: Water Safety Ireland, the Civil Service Employee Engagement Survey (CSEES) (September 2020) analysis of DRCD responses which has been circulated for information, email from Secretary General of the 28th January inviting staff nominees to attend workshop on the 25th February on remote working experiences, questionnaire in relation to remote working risk assessments which will be followed by individual video assessments, first quarter Health and Wellbeing newsletter to issue next week, meeting with Oireachtas representatives in relation to the pier at Inis Oírr, submission to Minister re Tidy Towns 2021, DRCD proposed inputs into next Climate Action Plan, updated proposal from Pobal in relation to a central grantee database and the Minister's upcoming meeting with the board of the Western Development Commission.

6.2 FINANCE UPDATE

MB noted and discussed the Finance update.

MB noted receipt on the 5th February of the formal management letter for the audit of the Vote 42 Rural and Community Development appropriation account for the year ended 31 December 2019, from the Office of the Comptroller & Auditor General.

6.3 TOWN CENTRE FIRST POLICY

JP Mulherin updated MB on the development of the Town Centre First (TCF) Policy. MB noted that the Rural Programmes and Policy Unit will provide further updates in coming months to MB.

6.4 RECRUITMENT PLANS AND PAYROLL

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Management Board Meeting No. 158

The Human Resources Unit gave a presentation on staff allocation across the Department, recruitment plans and payroll estimates for 2021 and 2022 to MB. It was agreed that MB will circulate the information set out in the power-point presentation to all Principal Officers. MB noted that workforce planning engagement will take place between the HR manager and the Head of Units. HR will update MB on the workforce plan, as developed in the context of the Department's Statement of Strategy and the business planning process.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MB approved the corporate membership of the Institute of International European Affairs. MB noted that staff will have access to IIEA information events, seminars etc. over the course of the year and this will provide valuable opportunities for all staff to access events and engage with the issues under discussion.

MANAGEMENT BOARD MINUTES 15/02/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); William Parnell – Assistant Secretary (by remote link), Bairbre Nic Aongusa - Assistant Secretary (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

David Dalton, Principal Officer, Inspection, Compliance and Business Development Unit (by remote link), John Corr, Assistant Principal Officer, Inspection, Compliance and Business Development Unit (by remote link), attended for agenda item no. 4.1.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were with minor amendments.

3. MATTERS ARISING

4. MATTERS FOR DECISION

4.1 ORGANISATIONAL CAPABILITY REVIEW IMPLEMENTATION PLAN

David Dalton presented an updated draft of the Organisational Capability Review Implementation Plan, reflecting the outcome of recent consultations and discussions with business units and the Senior Management Team. MB approved the draft Organisational Capability Review Implementation Plan and noted the associated schedule of actions which will be kept under review. MB members will provide any final editing suggestions on the Implementation Plan to the Inspection, Compliance and Business Development Unit.

MB agreed that the updated Implementation Plan will now be submitted to the Minister for information and agreement to bring to Government for approval to publish, ideally by early March.

5. MATTERS FOR DISCUSSION

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

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- PO's continue to keep under review all contingency plans in light of Government decision of the 26th January in relation to the extension of current public health restrictions until 5th March, 2021.
- The COVID-19 Response Management Group continues to meet on a weekly basis.
- Input to be provided to Department of Health, by 16th February, on the list of key workers in essential jobs who cannot avoid a high risk of exposure to COVID-19 (have a high risk of exposure as they are unable to work without physical distancing) as per the National COVID-19 Vaccination Programme Implementation Plan.
- Update on the provision of training for life guards by Water Safety Ireland.
- Submission with Minister Humphreys in relation to Tidy Towns 2021 – involving a proposal for running the competition on virtual basis.
- A response is to be provided to Department of Taoiseach on foot of a request for supports for the Implementation of the National COVID-19 Vaccination Programme Plan. DRCD response will focus on:
 - a role for Volunteer Centres and Volunteer Ireland in supporting the HSE with recruiting volunteers for 'meet and greet' roles at vaccination centres and
 - the possible use of Broadband Connect Points, which is already under discussion with HSE.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

- MB members provided updates on a number of ongoing items in their areas: update on status of DRCD proposed inputs into next Climate Action Plan, meeting of the Cabinet Committee on the Environment and Climate Change on the 22nd February, briefing session with Minister Humphreys on the progress with the development of the 2021-27 PEACE PLUS cross-border EU programme, the Dublin North East Inner City Initiative, update on the development of the Rural Development Policy 2021+, update on the provision to Minister Humphreys office of calendar of upcoming announcements/calls for applications for the year 2021, the workshop on the 25th February on Remote Working, the pilot Community Development Programme, report on the Project Ireland Delivery Board meeting on the 11 February, meeting of the Senior Officials' Group on the Sustainable Development Goals on the 16th February, status of preparation of draft memorandum and the General Scheme of the Charities (Amendment) Bill 2021, update on bilateral discussions on the National Islands Policy and Action Plan.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 22/02/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); William Parnell – Assistant Secretary (by remote link), Bairbre Nic Aongusa - Assistant Secretary (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

David Yeomans, Head of Internal Audit (by remote link), attended for agenda item no. 6.2.

JP Mulherin, Principal Officer, Rural Programmes and Policies Unit (by remote link) and Deirdre Maloney, Assistant Principal Officer, Rural Programmes and Policies Unit (by remote link), attended for agenda item 6.3.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments.

3. MATTERS ARISING

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- PO's continue to keep under review all contingency plans in light of Government decision of the 26th January in relation to the extension of current public health restrictions until 5th March, 2021.
- The COVID-19 Response Management Group continues to meet on a weekly basis.
- Update on research by NESC on the Community Call.
- Update on a role for Volunteer Centres and Volunteer Ireland in supporting the HSE with recruiting volunteers for 'meet and greet' roles at vaccination centres.

5.3 BLENDED WORKING POLICY FRAMEWORK

Clodagh McDonnell and Madge Deane updated MB on the draft Blended Working Policy Framework (sponsored by DPER), which is being developed for CSMB consideration and when agreed will inform the development of this Department's own blended working policy and related activities.

MB noted that Clodagh McDonnell will circulate a summary update of the work in progress for information to Principal Officers.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas: Ongoing work on the preparation of the Department's Appropriation Account 2020 and the intention to schedule further discussions on finance issues generally in light of current restrictions and related challenges; Training Unit circulated information on the 22nd February, on upcoming webinar events for the Institute of International and European Affairs (IIEA), Water Safety Ireland, update on Waterford Area Partnership, update on the Second Stage reading of the Rural Equality Bill 2021 (Private Members'), update on the status of DRCD proposed inputs into next Climate Action Plan, update on the publication of DRCD Statement of Strategy 2021-2023.

6.2 INTERNAL AUDIT BUSINESS PLAN 2021

David Yeomans updated MB on the status of the Internal Audit Business Plan. MB noted the Internal Audit Risk Register and the Audit Plan. MB suggested that the delays to audits caused by Level 5 restrictions should be reflected in a separate risk in the Risk Register.

6.3 NATIONAL OUTDOOR RECREATION INFRASTRUCTURE SCHEME

JP Mulherin and Deirdre Maloney updated MB on the development of a National Outdoor Recreation Strategy, in line with the commitment in the *Programme for Government*, through Comhairle na Tuaithe (the Countryside Council).

MB noted the establishment of an Inter-Departmental Group (IDG) in order to contribute to the development of the National Outdoor recreation Strategy and to support the delivery of the actions that arise from that Strategy.

MB noted that the Rural Programmes and Policies Unit will provide an update to MB on the IDG, processed actions and the draft of the policy.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Noted that the Civil Service Management Board meeting on the 26th February will be considering a composite report on Organisational Capability Reviews completed to date.

MB members were asked to consider and nominate items for agenda for the Management Board Meeting with CCMA RCTCH Committee on 4th March.

Noted that the role Head of Regional Development and Rural Affairs (Assistant Secretary) is scheduled to be advertised on Friday 26th February.

MANAGEMENT BOARD MINUTES 8/03/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); William Parnell – Assistant Secretary (by remote link), Bairbre Nic Aongusa - Assistant Secretary (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

Sorcha de Brúch, Principal Officer, Islands Unit (by remote link) attended for agenda item no. 5.3.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved.

3. MATTERS ARISING

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- POs continue to keep under review all contingency plans in light of Government decision of the 23rd February that current public health restrictions will continue until at least 5th April 2021. MB noted the updated medium-term plan COVID-19 Resilience & Recovery 2021 – The Path Ahead. The Department will prepare an Action Plan (as per Government Decision of the 23rd February) in respect of service delivery for its sectors to mitigate backlogs and anticipate pent up demand or unmet need arising from restrictions.
- Update on research by NESC on the Community Call.
- Update on a role for Volunteer Centres and Volunteer Ireland in supporting the HSE with recruiting volunteers for 'meet and greet' roles at vaccination centres.

5.3 UPDATE ON THE DEVELOPMENT ON A NATIONAL ISLAND POLICY

Sorcha de Brúch gave a presentation to MB on plans for the development of a National Islands Policy. MB noted that the Islands Unit will complete the consultation process, including engagement with stakeholders, bilateral meetings with Government Bodies and Agencies, and support the work of the inter-departmental group, with a view to the development of a 10 year policy document and an initial 3 year Action Plan.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas: Water Safety Ireland, update on Waterford Area Partnership, update on the status of DRCD proposed inputs into next Climate Action Plan, update on feedback from the Staff Engagement Workshop on Remote Working of the 25th February, update on the National Recovery and Resilience Plan, update on the development of Guidelines to support the Local Economic and Community Plan (LECP) development process, update on the Rural Development Policy 2021+, Minister Humphreys meeting with ILDN on the 3rd of March, briefing for Minister Humphreys on Next Steps on Social Dialogue and update on the Community Development Pilot Projects.

6.2 FOI REPORT

MB noted the FOI Report.

6.3 PARLIAMENTARY REPRESENTATIONS

MB noted the Parliamentary Representations Reports.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Noted update on the Civil Service Management Board meeting of the 26th February.

Noted CSMB decision on the Civil Service Excellence Awards 2021 -- to resume competitive process.

MB members discussed the draft agenda items for the Management Board Meeting with the CCMA RCTCH Committee on the 4th of March.

MANAGEMENT BOARD MINUTES 8/03/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); William Parnell – Assistant Secretary (by remote link), Bairbre Nic Aongusa - Assistant Secretary (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit (by remote link), Dymphna Harney, Assistant Principal Officer, Finance and Evaluation Unit (by remote link) and Stephen Brady, Assistant Principal Officer, Finance and Evaluation Unit (by remote link), attended for agenda item no. 6.2.

JP Mulherin, Principal Officer, Rural Programmes & Policies Unit (by remote link), Deirdre Maloney, Assistant Principal Officer, Rural Programmes & Policies Unit (by remote link) and Edel Healy Higher Executive Officer, Rural Programmes & and Policies Unit (by remote link), attended for agenda item no. 6.3.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments

3. MATTERS ARISING

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- POs continue to keep under review all contingency plans in light of Government decision of the 23rd February that current public health restrictions will continue until at least 5th April 2021.

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- Noted the publication by NESC on the 26th of February of the Secretariat Paper No.22: Community Call: Learning for the Future.
- Update on the Stability Fund.
- Update on arrangements for participation by Volunteer Centres and Volunteer Ireland at vaccination centres, in supporting the HSE with recruiting volunteers for ‘meet and greet’ roles at vaccination centres.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas: Update on Our Rural Future – Rural Development Policy 2021-2025, update on engagement with Department of the Taoiseach in relation to Next Steps on Social Dialogue, Water Safety Ireland, the Departmental Council meeting on the 11th of March.

6.2 FINANCE UPDATE

MB discussed and noted the Finance Update.

6.3 REVIEW OF CLÁR DESIGNATIONS

JP Mulherin gave a presentation to MB on the review of CLÁR areas. MB discussed and noted the report on the research which is being carried out by NUI Maynooth University.

MB noted that briefing will be provided to Minister Humphreys and arrangements made for finalisation of the report.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

Department of Rural and Community Development
Management Board Meeting No. 162

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 15/03/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); William Parnell – Assistant Secretary (by remote link), Bairbre Nic Aongusa - Assistant Secretary (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

Daniel Curran, Principal Officer, LEADER Policy and Operations Unit (by remote link), Mary Byrne, Assistant Principal Officer, LEADER Policy and Operations Unit (by remote link) and Geraldine Grean, Higher Executive Officer, LEADER Policy and Operations Unit (by remote link), attended for agenda item no.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments

3. MATTERS ARISING

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- POs continue to keep under review all contingency plans in light of Government decision of the 23rd February that current public health restrictions will continue until at least 5th April 2021.
- Update on the Stability Fund.
- Update on the local authority framework for the roll-out of the National Vaccination Programme.

- Update on the request for support for the roll-out of the national Vaccination Programme.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including: Our Rural Future – Rural Development Policy 2021-2025, launch of the “The Role of SICAP in Supporting New Communities” Report, on the 23rd March 2021, the Department’s submission to DECC in relation to the Sustainable Development Goals National Implementation Plan, preparation of a possible proposal relating to Digital Innovation for the European Regional Development Fund, launch of CLÁR 2021 programme on the 15th March, planned Town Hall meeting, organisation wide Workforce Planning exercise for the Department, staff returns to the questionnaire on remote working health and safety risk assessment and the timing of the individual ergonomic video assessments, meeting on the 22nd of March to discuss the finalisation of Vote 42 Appropriation Accounts for 2020, RRDF applications assessment process, Periodic Critical Review of Pobal, and meetings to be scheduled between MB and CEO and Chair of Department’s Agencies in coming weeks.

6.2 LEADER PROGRAMME – INPACT AND FUTURE DIRECTION

Daniel Curran, Mary Byrne and Geraldine Crean provided presentations on the LEADER programme under the following themes:

- Focus of 2014-2020 Programme;
- Review of the implementation of the 2014-2020 Programme;
- Outline of Transitional LEADER programme;
- Input into negotiations on Common Agricultural Policy (CAP);
- Development of the new LEADER programme for the period 2023-2027 as part of the drafting of Ireland’s CAP Strategic Plan: and
- Implementation of Simplified cost option for the next iteration of LEADER.

MB noted that the LEADER Policy and Operations Unit will provide a paper to MB on the implementation of simplified cost option for next iteration of LEADER.

6.3 CODE OF PRACTICE FOR THE GOVERNANCE OF STATE BODIES (2016) - CHECKLIST COMPLETION FOR YEAR 2020

MB noted the returns from the Departments agencies of the Code of Practice for Governance of State Bodies Checklist for 2020. MB noted that the Corporate Policy and Strategic Support Unit will issue the template for the 2021 checklist to the Departments agencies at the end of August, to ensure that agencies have sufficient time to complete their returns by end of 2021. MB noted that Principal Officers will take action as appropriate.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MB discussed recent information received from the OPW in relation to unused Garda stations and agreed to make some follow up queries to OPW on the nature of their interactions with Local Authorities to date in relation to potential interest for alternative uses.

MANAGEMENT BOARD MINUTES 22/03/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); William Parnell – Assistant Secretary (by remote link), Bairbre Nic Aongusa - Assistant Secretary (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

Stjohn O'Connor, Principal Officer, Rural Development and Innovation Unit (by remote link) and Jake Ryan, Assistant Principal Officer, Rural Development and Innovation Unit (by remote link) attended for agenda item no. 6.2.

Stjohn O'Connor, Principal Officer, Rural Development and Innovation Unit (by remote link) and Turlough O'Brien, Assistant Principal Officer, Rural Development and Innovation Unit (by remote link) and Etain Hobson, Administrative Officer, Rural Development and Innovation Unit (by remote link) attended for agenda item no. 6.3.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments

3. MATTERS ARISING

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- POs continue to keep under review all contingency plans in light of Government decision of the 23rd February that current public health restrictions will continue until at least 5th April 2021.
- Update on the Stability Fund.

- Update on Covid-19 Senior Officials Group meeting of the 18th March.

6.2 DISCUSSION PAPER ON THE FUTURE OF THE BROADBAND OFFICER NETWORK

Stjohn O'Connor and Jake Ryan gave a presentation to MB on the proposals for the continued supports for both the broadband officer role and the national network.

MB discussed and noted the proposals, including the plan to assign a Head of the National BBO Network. It was agreed to consult further with the LA chief executives on the options for making more effective use of existing BBO resources before finalising the next steps.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including:

- The financial statement for 2020 and Annual Report for 2020 for the WDC;
- Our Rural Future – Rural Development Policy 2021-2025;
- The update on the first output 'Review of International Approaches to Evaluating Rural and Community Development Investment and Supports' for publication under the DRCD ESRI Research Agreement as circulated to MB;
- The update on Ireland's successful joint application (from Genio and Rethink Ireland) to establish a Competence Centre for Social Innovation in Ireland with other partner organisations in Portugal, Cyprus and Bulgaria under the EU Call for the establishment of Competence centres for social innovation (European Social Fund and European Programme for Employment and Social Innovation);
- The meeting of the RRDF Project Advisory Board on the 23rd of March;
- Draft agenda for the Town Hall meeting on the 30th March;
- Risk Committee meeting on the 31st of March;
- The Environment and Climate Change Senior Officials Group meeting on the 24th March;
- The Cabinet Committee on Environment and Climate Change meeting on the 1st April;
- The Minister of State's attendance at the Joint Committee meeting on Social Protection on the Community and Rural Development and the Islands on the 23rd March;

- Update on the proposed approach to strengthening Social Dialogue: and
- The update on notification to Local Authorities of calendar of DRCD schemes during 2021.

6.2 PERIODIC CRITICAL REVIEW OF THE WESTERN DEVELOPMENT COMMISSION

Stjohn O'Connor, Turlough O'Brien and Etain Hobson gave a presentation on the proposed terms of reference for the periodic critical review of the Western Development Commission. MB discussed and noted the proposed actions.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

7.5 MINISTERIAL SUBMISSIONS

MB noted current matters awaiting Ministerial decision.

8. AOB

MANAGEMENT BOARD MINUTES 30/03/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); William Parnell – Assistant Secretary (by remote link), Bairbre Nic Aongusa - Assistant Secretary (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

Sorcha de Brúch, Principal Officer, the Islands Unit (by remote access) and Bríd Ní Chonghaile, Assistant Principal Officer, the Islands Unit (by remote access) attended for agenda item no. 4.1.

Sorcha de Brúch, Principal Officer, the Islands Unit (by remote access) attended for agenda item no. 6.2.

Clodagh McDonnell, Principal Officer, Human Resources (by remote link) and Madge Deane, Assistant Principal Officer (by remote link) attended for agenda item no. 6.3.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments

3. MATTERS ARISING

4. MATTERS FOR DECISION

4.1 INIS OÍRR PIER

Sorcha de Brúch and Bríd Ní Chonghaile gave a presentation to MB on Galway County Council's draft business case for the development of Inis Oírr Pier. MB agreed in principle to recommend approval to proceed to tender on the basis of the draft business case. It noted that the finalised business case from Galway County Council will be subject to review by MB and Ministerial approval, before Galway County Council undertake the tender process for the design and build phase of the project.

MB noted that final costings for this project and agreement to enter a works contract will be subject to further consideration following the outcome of the tender process and conclusion of the NDP review.

5. MATTERS FOR DISCUSSION

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- POs continue to keep under review all contingency plans in light of Government decision of the 23rd February that current public health restrictions will continue until at least 5th April 2021.
- Update on the Stability Fund.
- Covid Response Management Group meeting on the 1st April.
- LGMA have issued circular confirming that funeral, burial and relates services are listed as essential under level 5 restrictions of the Government's Framework Resilience and Recovery 2020-2021: Plan for Living with COVID-19.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including:

- The meeting of the RRDF Project Advisory Board on the 30th of March;
- The Cabinet Committee on Environment and Climate Change meeting on the 1st April;
- Update on the Inter-departmental Group on Housing for All meeting on the 26th March;
- Engagement with Department of Transport in relation to a proposal for a pilot recycling scheme under the Community Services Programme (funding to be provided by the Department of Transport);
- Meeting with DPER on the 31st March in relation to the Department's submission under the Review of the National Development Plan 2018-2027;
- Discussion on the agenda for the Ministerial Management Board Meeting on the 31st of March;

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Management Board Meeting No. 165

- Update on discussions with the Department of the Taoiseach for the development of a proposal under the SICAP programme;
- Government decision of the 23rd March to publish the approved text of the Climate Action and Low Carbon Development Bill 2021 and implications for resources within the Department;
- Assignment of temporary Principal Officer reporting assignments in the Rural Development and Regional Affairs Division: and
- The Civil Service Management Board meeting 26th March at which the Civil Service Renewal 2030 Strategy was considered.

6.2 FERRY SERVICE TO SHERKIN ISLAND

MB noted that the Islands Unit will upload the tender document on to eTenders for the contract for the ferry service to Sherkin Island.

6.3 WORKFORCE PLANNING EXERCISE

Clodagh McDonnell and Madge Deane gave a presentation to MB on the Department's on the status of the workforce planning exercise.

6.4 FOI REPORT

MB noted the FOI Report

6.5 PARLIAMENTARY REPRESENTATIONS

MB noted the Parliamentary Representation reports.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

Department of Rural and Community Development
Management Board Meeting No. 165

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

7.5 MINISTERIAL SUBMISSIONS

MB noted current matters awaiting Ministerial decision.

MB members paid tribute to William Parnell at his last MB meeting.

8. AOB

MB members paid tribute to William Parnell at his last MB meeting.

MANAGEMENT BOARD MINUTES 13/04/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); Bairbre Nic Aongusa - Assistant Secretary (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

Sorcha de Brúch, Principal Officer, the Islands Unit (by remote access) and Colm Mac Donncha (by remote access), Assistant Principal Officer, the Islands Unit (by remote access) attended for agenda item no. 4.1.

David Dalton Principal Officer, Inspection and Compliance Unit (by remote access); Tim Daly, Regional Inspector, Inspection and Compliance Unit (by remote access); John Corr, Regional Inspector, Inspection and Compliance Unit (by remote access); Adrian Hynes, District Inspector, Inspection and Compliance Unit (by remote access), and Mairead Feeney, District Inspector, Inspection and Compliance Unit (by remote access), attended for agenda item no. 6.2.

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit (by remote access) and Dympna Harney, Assistant Principal Officer, Finance and Evaluation Unit (by remote access), attended for agenda item no. 6.3.

Ciara Bates, Principal Officer, Community & Voluntary Supports and Programmes (by remote access); Catherine Conroy, Assistant Principal Officer, Community & Voluntary Supports and Programmes (by remote access) and Elaine Jennings, Administrative Officer, Community & Voluntary Supports and Programmes (by remote access), attended for agenda item no. 6.4.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments

3. MATTERS ARISING

4. MATTERS FOR DECISION

4.1 CONTRACT FOR THE PROVISION OF AIR TRANSPORT SERVICES TO THE ARAN ISLANDS 2021-2025

MB discussed and approved the award of the contract for the provision of the Air Transport Services to the Aran Islands 2021-2025 to Galway Aviation Services Limited. MB noted that the Department has the funds in its baseline in the Vote to cover the cost of this contract.

5. MATTERS FOR DISCUSSION

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- POs continue to keep under review all contingency plans in light of Government decision of the 30th March that the current level 5 public health restrictions will continue up to and including 4th May, except for listed adjustments.
- Update on the Stability Fund.
- Covid Response Management Group meeting on the 14th of April.
- Update on correspondence from the Department of Health relating to the development of policy on, contracting for and overseeing the operation of a system of mandatory hotel quarantine;
- Update on the on the development of the Department's Action Plan (as per Government Decision of the 23rd February) in respect of service delivery for its sectors to mitigate backlogs and anticipate pent up demand or unmet need arising from restrictions.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including:

- Update on the third call for category 1 applications under the Rural Regeneration and Development Fund;
- Update on a proposed future community call initiative stakeholder engagement event;
- Update on the meeting with DPER on the 31st March in relation to the Department's submission under the Review of the National Development Plan 2018-2027. MB noted the inclusion of a proposal for a new scheme for the maintenance, improvement, and upkeep of community centres across the country;
- Update on engagement with Department of Transport in relation to a proposal for a pilot recycling scheme under the Community Services Programme (funding to be provided by the Department of Transport);

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Management Board Meeting No. 166

- Update on scheduled meeting on the 14th April of the Management Board Digital Sub-Group (consideration of options for the strategic development of digital solutions of appropriate scale and functionality for the Department);
- Update on matters considered at the Cabinet Committee on the Environment and Climate Change on Thursday 1 April;
- Update on the proposed approach to strengthening Social Dialogue;
- MB noted the staff induction course on the 24th of April;
- Update on briefing material for Minister Humphreys attendance at the Joint Committee meeting on Social Protection on the Community and Rural Development and the Islands on the 20 April: and
- Update on initial discussions in relation to the implementation of actions under Our Rural Future.

6.2 QUARTERLY UPDATE BY INSPECTION, COMPLIANCE AND BUSINESS DEVELOPMENT UNIT

John Corr and Mairead Feeney provided an update to MB on the work of the Inspection, Compliance and Business Development Unit, followed by discussion.

6.3 FINANCE UPDATE

MB discussed and noted the Finance Update for end of March, 2021.

6.4 UPDATE ON PUBLIC PARTICIPATION NETWORK

Catherine Conroy gave a presentation to MB on the Public Participation Network, followed by discussion.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

7.5 MINISTERIAL SUBMISSIONS

MB noted current matters awaiting Ministerial decision.

8. AOB

MANAGEMENT BOARD MINUTES 19/04/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); Bairbre Nic Aongusa - Assistant Secretary (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

David Dalton, Principal Officer, Inspection and Compliance Unit (by remote access); Stephanie Ryan, Assistant Principal Officer (by remote link) attended for agenda item 6.2

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments

3. MATTERS ARISING

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- POs continue to keep under review all contingency plans in light of Government decision of the 30th March that the current level 5 public health restrictions will continue up to and including 4th May, except for listed adjustments.
- Noted that libraries continue to operate under level 5 restrictions.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

Department of Rural and Community Development
Management Board Meeting No. 167

MB members provided updates on a number of ongoing items in their areas, including:

- Announcement on the 19th April of approval of funding for 24 landmark projects (third call for category 1 applications), under the Rural Regeneration and Development Fund;
- Update on Rural Development Policy 2021 – 2025 – Development of work programme;
- Discussed the possible provision of once off funding towards the costs of recommencement of community group activities as Covid-19 restrictions are removed, under the Community Enhancement Programme;
- Staff induction webinar on the 22nd April;
- Update on briefing material for Minister Humphreys attendance at the Joint Committee meeting on Social Protection on the Community and Rural Development and the Islands on the 20 April;
- DRCD attendance at Shared Islands Initiative meeting on the 20th April;
- Senior Officials Group of Cabinet Committee on the Environment and Climate Change meeting on the 22nd April;
- Update on a planned submission on future strategy for the AEC;
- Update on the launch of the Town & Village Renewal Scheme 2021;
- Update on the Connected Hubs Call under the Town and Village Renewal Scheme, and
- Update on a submission to Minister re potential Broadband Connection Points in areas currently designated as ‘commercial’ on the NBP map.

6.2 UPDATE ON DIGITAL AGENDA DELIVERY

David Dalton and Stephanie Ryan gave a presentation to MB on the development of the Department’s IT and data capabilities, setting out early thinking and progress on establishing a strategic IT function, developing a new IT and Data Strategy, and a plan for developing digital platforms and databases to support programme and policy implementation.

David Dalton updated MB on the matters considered at the Management Board Digital Sub-Group on the 14th April.

MB noted the approach and indicative timelines as well as the immediate next steps including consultation with units on mapping business requirements for the early movers.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

7.5 MINISTERIAL SUBMISSIONS

MB noted current matters awaiting Ministerial decision.

8. AOB

MANAGEMENT BOARD MINUTES 26/04/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); Bairbre Nic Aongusa - Assistant Secretary (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

Aisling Penrose, Assistant Principal Officer, Corporate Policy and Strategic Support Unit (by remote link), attended for agenda item 4.1.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments

3. MATTERS ARISING

4. MATTERS FOR DECISION

4.1 CORPORATE GOVERNANCE FRAMEWORK

Aisling Penrose updated the MB on the draft updated Corporate Governance Framework. The Management Board discussed, noted and approved, with minor amendments, the updated Corporate Governance Framework.

MB noted that the updated framework will be shared with Minister Humphreys and Minister of State O'Brien, and will be uploaded on to DRCD's website, the Department's intranet and circulated to all staff for information.

5. MATTERS FOR DISCUSSION

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- POs continue to keep under review all contingency plans in light of Government decision of the 30th March that the current level 5 public health restrictions will continue up to and including 4th May, except for listed adjustments.

Department of Rural and Community Development
Management Board Meeting No. 168

- Update on the Stability Fund.
- Noted that libraries continue to operate under level 5 restrictions.
- Noted Covid Response Management Group meeting is scheduled for the 4th of May.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including:

- Update on the meeting on the 23rd of April of the Senior Officials Group on the Cabinet Committee on Economic Recovery & Investment.
- Update on the meeting on the 22nd of April of the Senior Officials Group on the Environment and Climate Change.
- Update on the implementation of the Rural Development Policy 2021- 2025, including development of a work programme in order to enable commitments to be prioritised on an annual basis and for new actions to be added over the lifetime of the policy.
- Update on initial discussions with Principal Officers in relation to the implementation of actions under Our Rural Future.
- Correspondence to issue on the 26th April to CEO's of Local Authorities in relation to the roadmap for the delivery of a number of elements of the Rural Development Investment Programme for 2021.
- Update on announcement of Connected Hubs Fund under the Town and Village Renewal Scheme, scheduled for the 29th April.
- WDC Annual Report and Financial Statements 2019 to be noted at Cabinet meeting of the 27th April.
- Update on Department's engagement with Department of Taoiseach in relation to a scheme for area based community development.
- Update on the development of Department's skills audit.
- Noted that Communications Unit will issue clarification to Principal Officers, on the requirements for all future Department announcements.

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Management Board Meeting No. 168

- Update on SICAP.
- Update on meeting with Department for Communities, Northern Ireland, on the 23rd of April.
- Update on Departmental statistics in relation to the Performance Management and Development System.
- Update on the announcement of a third call for Category 2 applications to the Rural Regeneration and Development Fund.
- Noted units are requested to provide material on major projects, initiatives and DRCD funding per county, for use for potential future Ministerial visits.
- Update on the 2021 Community Enhancement Programme
- Update on development of EU framework for the next CAP Strategic Plan 2023-2027 and the new LEADER programme for the period 2023-2027.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

7.5 MINISTERIAL SUBMISSIONS

MB noted current matters awaiting Ministerial decision.

8. AOB

MANAGEMENT BOARD MINUTES 4/05/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); Bairbre Nic Aongusa - Assistant Secretary (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit (by remote link) and Dympna Harney, Assistant Principal Officer, Finance and Evaluation Unit (by remote link), attended for agenda item no. 4.1.

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit (by remote link), Dympna Harney, Assistant Principal Officer, Finance and Evaluation Unit (by remote link), Seamus Concagh, Assistant Principal Officer, Finance and Evaluation Unit (by remote link) and Stephen Brady, Assistant Principal Officer (by remote link) attend for agenda item no. 6.3.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments.

3. MATTERS ARISING

4. MATTERS FOR DECISION

4.1 DRCD CONSULTANCIES 2021

Dympna Harney provided details of the proposed consultancies during 2021. MB noted the update on the consultancies approved and awarded during 2020.

MB noted that there are a number of further proposed consultancies that may be submitted to MB in the coming months.

MB approved the expenditure of €310,000 from subhead Administration (vii) Consultancy Services and VFM & Policy Reviews and €80,000 from programme subhead in respect of the eight consultancies outlined in Appendix 1 (excl VAT). MB noted that, if the actual cost of the contract award stage is greater than detailed in Appendix 1, the proposal will be resubmitted to Management Board.

5. MATTERS FOR DISCUSSION

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- POs continue to keep under review all contingency plans in light of Government decision of the 29th April – detailing dates for the lifting of various restrictions and the agreement of new public health measures. PO's continue to engage with sectors to ensure compliance with the restrictions and all public health advices.
- The Social Inclusion and Communities Unit are reviewing the information and guidance for the community and voluntary sector on operating safety during Covid-19 (as provided on Pobal's website).
- Update on the on the development of the Department's Action Plan (as per Government Decision of the 23rd February) in respect of service delivery for its sectors to mitigate backlogs and anticipate pent up demand or unmet need arising from restrictions.
- Update on the Stability Fund.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including:

- Discussion on the DRCD submission for inclusion in the draft European Regional Development Fund Operational Programmes;
- Update on Water Safety Ireland;
- Update on the Civil Service Renewal 2030 Strategy and the Civil Service Employee Engagement Survey 2020 Report;
- Update on Review of the National Development Plan;
- Update on the Community Enhancement Programme 2021;
- Discussion on agenda for the MB meeting with CCMA RCTCH Committee on the 6th May;
- Update on the development of Department's skills audit.

6.2 FINANCE UPDATE

MB discussed and noted the Finance Report for end of April.

6.3 FOI REPORT

MB noted the FOI Report.

6.4 PARLIAMENTARY REPRESENTATIONS REPORTS

MB noted the Parliamentary Representation Reports for the office of Minister Humphreys and office of the Minister of State O'Brien.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

7.5 MINISTERIAL SUBMISSIONS

MB noted current matters awaiting Ministerial decision.

8. AOB

MANAGEMENT BOARD MINUTES 10/05/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); Bairbre Nic Aongusa - Assistant Secretary (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

Daniel Curran, Principal Officer, LEADER Policy and Operations Unit (by remote link), Mary Byrne, Assistant Principal Officer, LEADER Policy and Operations Unit (by remote link), Pat Henry Assistant Principal Officer, LEADER Policy and Operations Unit (by remote link) and Geraldine Crean, Higher Executive Officer, LEADER Policy and Operations Unit (by remote link), attended for agenda item no. 6.3.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved.

3. MATTERS ARISING

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.2 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- POs continue to keep under review all contingency plans in light of Government decision of the 29th April – detailing dates for the lifting of various restrictions and the agreement of new public health measures. PO's continue to engage with sectors to ensure compliance with the restrictions and all public health advices.
- Noted relevant units to maintain close contacts with administrators of ongoing DRCD funded projects (inclusive of local authorities), in respect of status of projects, with a

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Management Board Meeting No. 170

view to ensuring that projects are recommencing in accordance with the current public health advices.

- Noted Libraries are now open for browsing and borrowing from the 10 May.
- Noted submission provided to the Department of the Taoiseach, on Department's Action Plan, in respect of service delivery for its sectors to mitigate backlogs and anticipate pent up demand or unmet need arising from restrictions.
- Noted that the Social Inclusion and Communities Unit has reviewed the information and guidance for the community and voluntary sector on operating safety during Covid-19 (as provided on Pobal's website), to ensure adherence with public health advices.
- Update on the Stability Fund.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including:

- Update on the Tidy Town Competition 2021;
- Update on the DRCD submission for inclusion in the draft European Regional Development Fund Operational Programmes;
- Update on announcement of a third call for Category 2 applications to the Rural Regeneration and Development Fund;
- Update on Review of the National Development Plan;
- Update on the Community Enhancement Programme 2021;
- Discussion on agenda for Senior Management Forum on the 11 May, 2021.
- Noted meeting scheduled for 13th May, to discuss the compilation of material on major projects, initiatives and DRCD funding, per county/per local authority area, for use for potential future Ministerial visits;
- Update on the development of Department's skills audit;
- Update on potential development of a pilot insurance policy scheme for private land owners in upland areas who allow access to their lands for recreational purposes;
- Update on Local Improvement Scheme;

- Noted Ministerial Management Board meeting scheduled for the 10th May 2021;
- Update on initial discussions on the development by local authorities of Master Plans to address the long-term developmental needs of rural areas; and
- Update on 2021 Connect Hubs Fund.

6.3 UPDATE ON LEADER PROGRAMME 2023-2027

Daniel Curran gave a presentation to MB on the development of the LEADER Programme 2023-2027. MB discussed the delivery mechanisms for the implementation of the LEADER 2023-2027 Programme and the development of a review of the 2014-2020 LEADER Programme.

MB noted that an information note will be provided to Minister Humphreys on the review of the 2014-2020 LEADER Programme and the development of the LEADER Programme 2023-2027.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

7.5 MINISTERIAL SUBMISSIONS

MB noted current matters awaiting Ministerial decision.

8. AOB

MANAGEMENT BOARD MINUTES 17/05/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); Bairbre Nic Aongusa - Assistant Secretary (by remote link), Fintan O’Brien, Assistant Secretary General (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

Stjohn O’Connor, Principal Officer, Rural Development and Innovation Unit (by remote link) attended for agenda item no. 5.2.

Finola Moylette, Principal Officer, Libraries Development and Community Policy Unit (by remote link) and Deirdre Kelly, Assistant Principal Officer, Libraries Development and Community Policy Unit (by remote link) attended for agenda item no. 6.2.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved.

3. MATTERS ARISING

Members welcomed Fintan O’Brien on his appointment as Assistant Secretary General, for the Rural Development and Regional Affairs Division.

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.1 CYBER SECURITY UPDATE

MB noted DRCD participation in briefings with the National Cyber Security Centre and OGCI0 in relation to the security breach in the HSE. It was noted that the Department’s systems have been subject to an OGCI0 audit over the course of the weekend and that these have shown no evidence of any compromise.

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MB noted a briefing session on Cyber Security will be provided (recording will also be uploaded onto intranet) to all staff on Thursday, the 20th of May at 10.30am.

MB noted that further endpoint detection and response software will be installed on all devices in the days ahead, in order to provide additional security controls for DRCD users over traditional anti-virus protection.

MB noted the overall position in relation to the Department's systems and hardware following extensive upgrades over the past year. It was noted that there are a very limited number of desktop PCs remaining in the Department still running Windows 7 and these will be upgraded to Windows 10 in the coming days.

5.2 UPDATE BROADBAND CONNECTION POINT WORK PROGRAMME

Stjohn O'Connor updated MB on the broadband connection point work programme. MB noted and discussed the proposed initiatives under the four proposed themes (remote working; eHealth; Arts and Culture and Digital Skills and Education).

MB noted and discussed the proposed series of initiatives, which will include workshops for BCPs to encourage the establishment of remote working facilities; pilot e-health projects; future engagement with local authorities in the promotion of participation in the arts and creative practices and training programmes on digital skills.

5.3 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- POs continue to keep under review all contingency plans in light of Government decision of the 29th April – detailing dates for the lifting of various restrictions and the agreement of new public health measures. PO's continue to engage with sectors to ensure compliance with the restrictions and all public health advices.
- Noted the next meeting of the Covid Response Management Group on the 26th May.
- Update on the Stability Fund.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including:

- Noted information circulated to all staff on nominations for Civil Service Excellence & Innovation Awards 2021;

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- Update on the matters considered at the meeting on the 13th May of the Project Ireland Delivery Board.
- Update on the meeting of national oversight committee on community call on the 10th May.
- Update on the Tidy Town Competition 2021;
- Update on the Atlantic Economic Corridor;
- Update on the DRCD submission for inclusion in the draft European Regional Development Fund Operational Programmes;
- Update on Water Safety Ireland
- Update on the Community Enhancement Programme 2021;
- Update on the compilation of material on major projects (inclusive of status), initiatives and DRCD funding, per county/per local authority area, for use for potential future Ministerial visits;
- Update on the development of Department's skills audit;
- Update on potential development of a pilot insurance policy scheme for private land owners in upland areas who allow access to their lands for recreational purposes;
- Update on DRCD engagement with Department of the Taoiseach on Social Dialogue.
- Noted DRCD representation at Senior Officials Group to Cabinet Committee on the Environment and Climate Change on the 18th May;
- Update on SICAP;
- Update on Volunteering Supports,
- Noted Health and Wellbeing Newsletter to be circulated to staff on the 20th May;
- Update on centralised database for Community and Voluntary Sector;
- Update on 2021 Connect Hubs Fund;
- Update on review of the 2014-2020 LEADER Programme: and
- Update on the development of the Rural Development Policy 2021-2025 work programme.

6.2 UPDATE ON THE DEVELOPMENT OF GUIDELINES TO SUPPORT THE LOCAL ECONOMIC AND COMMUNITY PLAN DEVELOPMENT PROCESS

Deirdre Kelly and Finola Moylette gave a presentation to MB on the development of guidelines to support the Local Economic and Community Plan (LECP) development process. MB noted that the unit will continue to engage with the advisory group and also to have bilateral meetings with stakeholders.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

7.5 MINISTERIAL SUBMISSIONS

MB noted current matters awaiting Ministerial decision.

8. AOB

MANAGEMENT BOARD MINUTES 24/05/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); Bairbre Nic Aongusa - Assistant Secretary (by remote link), Fintan O’Brien, Assistant Secretary General (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments.

3. MATTERS ARISING

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.1 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- POs continue to keep under review all contingency plans in light of Government decision of the 29th April – detailing dates for the lifting of various restrictions and the agreement of new public health measures. PO’s continue to engage with sectors to ensure compliance with the restrictions and all public health advices.
- Noted the next meeting of the Covid Response Management Group on the 26th May.
- Update on the Stability Fund.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including:

- Noted meeting with DPER on the 25th May, in relation future expenditure allocations (Review of the NDP);
- Update on matters considered at the Senior Officials Group to Cabinet Committee on the Environment and Climate Change meeting of the 18th May;
- Noted Cabinet Committee meeting on Environment and Climate Change on the 31st of May;
- Noted update on the next meeting of the Evaluation Management Board Sub-Group on the 26 May;
- Noted the Staff Engagement Forum meeting will be on the 27th of May;
- Update on future engagement with Department of Foreign Affairs in relation to Ireland's national programme for EXPO 2021- 2022 and Ireland's participation in the *Urban and Rural Development Week*;
- Noted correspondence issued from Secretary General's office to local authorities in relation to the communication requirements for the DRCD Rural Development and Investment Programme;
- Update on bilateral with Dept of Housing, Local Government and Heritage in relation to Housing for All on the 27th May;
- Update on centralised database for Community and Voluntary Sector;
- Update on Water Safety Ireland;
- Update on the 2021 Work Plan for Our Rural Future – Rural Development Policy 2021 – 2025;
- Update on the development of a branding policy Our Rural Future – Rural Development Policy 2021-2025;
- Update on the Review of the 2014-2020 LEADER Programme;
- Update on the Connected Hubs Fund 2021;
- Update on the development of a National Outdoor Recreation Strategy; Programme
- Update on the CLÁR ; Programme 2021

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- Noted update circulated by HR to MB on 20th May, in relation to data on Performance Management and Development System - the completion of 2020 end of year reviews and 2021 Goal Setting forms;
- Update on the Tidy Towns Competition 2021;
- Update on potential development of a pilot insurance policy scheme for private land owners in upland areas who allow access to their lands for recreational purposes;
- Update on DRCD engagement with Department of the Taoiseach on Social Dialogue.
- Noted DRCD senior officials meeting with Chair and Chief Executive of Western Development Commission is scheduled for the 26th May, as per Oversight and Performance and Delivery Agreement.
- Noted follow-up to MB away day to be scheduled for July, 2021, for consideration of matters considered on the 19th May;
- Noted that next meeting of the Civil Service Management Board is scheduled for the 4th of June;
- Noted Ministerial Briefing for Oral PQ session is scheduled for the 25th May;
- Noted matters considered at the Principal Officer Expenditure Group Meeting on the 20th May;
- Noted launch of the Civil Service Renewal 2030 on the 21st of May (link to access event will be circulated to all staff): and
- The Secretary General updated MB on the matters to be considered at the meeting of the Civil Service Management Board People Subgroup on the 24th May.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

7.5 MINISTERIAL SUBMISSIONS

MB noted current matters awaiting Ministerial decision.

8. AOB

MANAGEMENT BOARD MINUTES 1/06/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); Bairbre Nic Aongusa - Assistant Secretary (by remote link), Fintan O’Brien, Assistant Secretary General (by remote link) and Sheenagh Rooney - Assistant Secretary (by remote link).

Clodagh McDonnell, Principal Officer (by remote link), Madge Deane, Assistant Principal Officer, Human Resources (by remote link), Catherine Burns, Higher Executive Officer, Human Resources (by remote link), attended for agenda item no. 5.2.

Clodagh McDonnell, Principal Officer (by remote link), Madge Deane, Assistant Principal Officer, Human Resources (by remote link) and Anne Marie Scannell, Higher Executive Officer, Human Resources (by remote link), attended for agenda item no. 5.3.

Clodagh McDonnell, Principal Officer (by remote link), Madge Deane, Assistant Principal Officer, Human Resources (by remote link), attended for agenda item no. 5.4.

Finola Moylette, Principal Officer, Libraries Development and Community Policy Unit (by remote link) and Deirdre Kearney, Assistant Principal Officer, Libraries Development and Community Policy Unit (by remote link), attended for agenda item no. 5.5.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved.

3. MATTERS ARISING

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.1 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- POs continue to keep under review all contingency plans in light of Government decision of the 28th May – detailing dates for several measures to allow for a further phased reopening of society and the economy. PO's continue to engage with sectors to ensure compliance with all public health advices.
- Noted that the Social Inclusion and Communities Unit has reviewed the information and guidance for the community and voluntary sector (as provided on Pobal's website), in line with the Updated Work Safely Protocol and the easing of restrictions.
- Update on the Stability Fund.
- Corporate Support Unit will circulate to all staff on the 1st June, the Covid-19 Response Plan, as updated in accordance with the Work Safely Protocol.

5.2 DRCD 2020 CIVIL SERVICE EMPLOYEE ENGAGEMENT SURVEY

Catherine Burns updated MB on the results of the DRCD 2020 Civil Service Employee Engagement Survey.

MB discussed and noted the results of the DRCD 2020 Civil Service Employee Engagement Survey (CSEES).

MB noted that HR will review the information in order to inform the development of the DRCD People Strategy (2022 – 2024) and will circulate the data from the survey to all staff before the 4th of June.

5.3 GENDER EQUALITY STAFF SURVEY

Anne Marie Scannell gave a presentation to MB on the Gender Equality Staff Survey which was carried out in April 2021. MB discussed and noted the responses to the survey.

5.4 DRCD PEOPLE STRATEGY 2019-2021 PROGRESS REPORT

Clodagh McDonnell gave a presentation to MB on the implementation of the DRCD People Strategy 2019-2021. MB discussed and commended the strong progress on the implementation of the Strategy.

MB noted that town hall events will be scheduled in relation to the development of the DRCD 2022-2024 People Strategy, as part of the consultation process with staff.

5.5 COMMUNITY SERVICES PROGRAMME

Deirdre Kearney gave a presentation to MB on the development of a new iteration of Community Services Programme. MB noted that pending development of the new programme, Pobal will carry out a re-contracting exercise with existing organisations.

MB noted that the unit will continue to update Minister of State O'Brien, on the development of the new programme and that the proposed approach would also be discussed at the next Min/MB meeting on the 14th June.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including:

- Noted current status of the draft Economic Recovery Plan;
- Noted future engagement with DPER in relation to DRCD submission for inclusion in the draft European Regional Development Fund Operational Programmes;
- Noted Ministerial bilateral meeting in relation to future expenditure allocations (Review of the NDP) on the 3rd of June;
- Update on the meeting of the Evaluation Management Board Sub-Group on the 26 May;
- Noted Departmental Council Meeting is scheduled for the 10th June;
- Update on Dormant Accounts Annual Report 2020;
- Update on DRCD Skills Survey;
- Update on the Staff Engagement Forum meeting on the 27th of May;
- Update on Cabinet Committee on the Environment and Climate Change meeting on 31st of May;
- Update on the development of a Staff Compliance Handbook;
- Update on Water Safety Ireland;
- Update on bilateral with Dept of Housing, Local Government and Heritage in relation to Housing for All, on the 27th May and noted DRCD attendance at meeting on the 4th June;
- Update on briefing to Joint Committee on Social Protection, Community and Rural Development and the Islands, on the ferry tender for Clare Island;

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- Update on RRDF, quantity surveyor is carrying out an appraisal of the costs associated with a number of the 25 projects recently successful under the 3rd Category 1 call as part of the due diligence process. In addition, the QS will scrutinise any requests for additional funding from existing projects to ensure that no widening of scope or any other additions has driven costs up, as well as ascertaining the correct level of construction and materials inflation which would apply in individual cases;
- Noted DRCD submission for support under the Shared Island Fund, under which multiannual capital funding is available for investment in collaborative North South projects;
- Update on the launch of Connected Hubs Network on the 31st of May and the opening of the Swinford Digiwest Hub;
- Noted meeting scheduled for the 3rd of June to discuss follow-up actions to internal audit of certain projects funded through the 2018 Outdoor Recreation Scheme;
- Update on the launch of the public consultation on the National Outdoor Recreation Strategy on the 2nd of June;
- Update on the 2021 Work Plan for Our Rural Future – Rural Development Policy 2021 – 2025;
- Update on the Town Centre First Initiative;
- Update on potential development of a pilot insurance policy scheme for private land owners in upland areas who allow access to their lands for recreational purposes;
- Noted meeting with Department of Foreign Affairs in relation to Ireland’s national programme for EXPO 2021- 2022 and Ireland’s participation in the *Urban and Rural Development Week* on the 2nd of June: and
- Noted that next meeting of the Civil Service Management Board is scheduled for the 4th of June.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

7.5 MINISTERIAL SUBMISSIONS

MB noted current matters awaiting Ministerial decision.

8. AOB

MANAGEMENT BOARD MINUTES 8/06/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); Bairbre Nic Aongusa - Assistant Secretary (Trinity Point) and Sheenagh Rooney - Assistant Secretary (by remote link).

Apologies – Fintan O’Brien, Assistant Secretary General

Ken Jordan, Principal Officer, Finance and Evaluation Unit (by remote link), Stephen Brady, Assistant Principal Officer, Finance and Evaluation Unit (by remote link), Dympna Harney, Assistant Principal Officer, Finance and Evaluation Unit (by remote link) and Seamus Concagh, Assistant Principal Officer, Finance and Evaluation Unit (by remote link), will attend for this agenda item 6.2.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments.

3. MATTERS ARISING

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.1 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- POs continue to keep under review all contingency plans in light of Government decision of the 28th May – detailing dates for several measures to allow for a further phased reopening of society and the economy. PO’s continue to engage with sectors to ensure compliance with all public health advices.
- Update on the Stability Fund.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including:

- Update on Social Dialogue - C&V Pillar meeting with the Taoiseach on the 14th June;
- Update on launch of the Summer Stars Reading Adventure and the opening of library in Clondalkin on the 10th of June;
- Update on North East Inner City (NEIC) Oversight Group meeting on the 3rd of June;
- Update on Department's engagement with Department of Taoiseach in relation to a scheme for area based community development;
- Update on phase 2 of the Review of the National Development Plan (finalising 5 year departmental capital allocations and finalisation of NDP);
- Noted Departmental Council meeting on the 10th June;
- Noted circulation by Training Unit on the 4th June, of the DRCD 2020 Civil Service Employee Engagement Survey Report.
- MB noted that at the Town Hall event on the 30th June, all applicants to the 2021 Civil Service Excellence and Innovation Recognition Awards will be given an opportunity to showcase their applications, as as part of a team recognition event;
- Noted the Principal Officer Network would welcome MB input into direction for future agenda items;
- Noted biannual governance meeting with Charities Regulator on the 9th June;
- Noted bimonthly governance meeting with Water Safety Ireland on the 10th June;
- Update on matters considered at Civil Service Management Board on the 4th of June: and
- Noted draft agenda items for Ministerial Management Board meeting on the 14th June.

6.2 FINANCE UPDATE

MB discussed and noted the finance report for end of May.

6.3 FOI REPORT

MB noted that there are no current freedom of information requests.

6.4 PARLIAMENTARY REPRESENTATION REPORTS FINANCE UPDATE

MB noted the Parliamentary Representation Reports for the office of Minister Humphreys and office of the Minister of State O'Brien.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

7.5 MINISTERIAL SUBMISSIONS

MB noted current matters awaiting Ministerial decision.

8. AOB

MANAGEMENT BOARD MINUTES 14/06/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (Trinity Point); Bairbre Nic Aongusa - Assistant Secretary (Trinity Point); Fintan O'Brien, Assistant Secretary General (Trinity Point) and Sheenagh Rooney - Assistant Secretary (Trinity Point).

Clodagh McDonnell, Principal Officer, Corporate Policy and Strategic Support (by remote link), Aisling Penrose, Assistant Principal Officer, Corporate Policy and Strategic Support (by remote link) and Maura Lynskey, Administrative Officer, Corporate Policy and Strategic Support (by remote link), attend for agenda item no. 4.1.

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments.

3. MATTERS ARISING

4. MATTERS FOR DECISION

4.1 REVIEW OF CHILDREN FIRST SAFEGUARDING STATEMENT AND CHILDREN FIRST SECTORAL IMPLEMENTATION PLAN

Maura Lynskey updated MB on the review of the Department's Child Safeguarding Statement and the Sectoral Implementation Plan, which was carried out in May, 2021.

MB approved the publication of the updated Department's Child Safeguarding Statement and the Sectoral Implementation Plan. MB noted that the updated documents will be uploaded onto the department's website and a link to the published documents will be circulated to all staff.

5. MATTERS FOR DISCUSSION

5.1 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

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Management Board Meeting No. 175

- POs continue to keep under review all contingency plans in light of Government decision of the 28th May – detailing dates for several measures to allow for a further phased reopening of society and the economy. PO's continue to engage with sectors to ensure compliance with all public health advices.
- Update on the Stability Fund.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including:

- Update on phase 2 of the Review of the National Development Plan (finalising 5 year departmental capital allocations and finalisation of NDP);
- Noted Principal Officer Expenditure meeting scheduled for the 17th of June;
- Discussed meeting of the Select Committee on Social Protection Community and Rural Development and the Islands – 2021 Further Revised Estimates for Public Services – Vote 42 Rural and Community Development on 16th June;
- Noted meeting of the Risk Committee on the 16th June;
- Noted update on Departmental Council meeting of the 10th June;
- Noted meeting on the 17th June to explore potential DRCD inputs into Expo 2021 Dubai – Urban and Rural Development Week - 31st October to 6th November, 2021;
- Noted update on Social Dialogue - C&V Pillar meeting with the Taoiseach on the 14th June;
- Update on launch of the SICAP Annual Report 2020;
- Update on procurement process for ferry service to Clare Island;
- Update on the workforce planning exercise;
- Update on the blended working policy framework, which is being developed for CSMB consideration and when agreed will inform the development of this Department's own blended working policy and related activities;
- Noted briefing note will be provided to Minister Humphreys on upcoming vacancies in membership of boards of agencies under remit of Department;
- Update on the 2021 Work Plan for Our Rural Future – Rural Development Policy 2021 – 2025;
- Update on Town Centre First Framework;

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- Update on potential development of a pilot insurance policy scheme for private land owners in upland areas who allow access to their lands for recreational purposes;
- Update on adaptations to TidyTowns website (hosted by an external company on behalf of the Department) with regard to the requirements of S.I. No. 358/2020 - European Union (Accessibility of Websites and Mobile Applications of Public Sector Bodies) Regulations 2020;
- Noted meeting scheduled for 18th June re. further discussions on actions under the Rural Development Policy 2021 – 2025;
- Noted and discussed information provided by a local authority, in relation to the analysis of Government funding programmes to local authorities: and
- Update on matters considered at Secretaries General post-cabinet briefing on the 10th June.

6.2 FINANCE UPDATE

MB discussed and noted the finance report for end of May.

6.3 FOI REPORT

MB noted that there are no current freedom of information requests.

6.4 PARLIAMENTARY REPRESENTATION REPORT FINANCE UPDATE

MB noted the Parliamentary Representation Reports for the office of Minister Humphreys and office of the Minister of State O'Brien.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

Department of Rural and Community Development
Management Board Meeting No. 175

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

7.5 MINISTERIAL SUBMISSIONS

MB noted current matters awaiting Ministerial decision.

8. AOB

MANAGEMENT BOARD MINUTES 21/06/2021

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General; Bairbre Nic Aongusa - Assistant Secretary; Fintan O'Brien, Assistant Secretary General and Sheenagh Rooney - Assistant Secretary.

Clodagh McDonnell, Principal Officer, Corporate Policy and Strategic Support Unit, Aisling Penrose, Assistant Principal Officer, Corporate Policy and Strategic Support Unit and Maura Lynskey, Administrative Officer, Corporate Policy and Strategic Support Unit, attend for agenda item no. 4.1.

JP Mulherin, Principal Officer, Rural Programmes and Policy Unit, attended for agenda item 6.2.

David Dalton, Principal Officer, Inspection, Compliance and Business Development Unit, John Corr, Assistant Principal Officer, Inspection, Compliance and Business Development Unit and Gobhnait Swift, Higher Executive Officer, Inspection, Compliance and Business Development Unit, attended for agenda item no. 6.3.

Secretariat – Lynda Crawford

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved, with minor amendments.

3. MATTERS ARISING

4. MATTERS FOR DECISION

4.1 ANNUAL REPORT OF THE DEPARTMENT OF RURAL AND COMMUNITY DEVELOPMENT FOR 2020

Maura Lynskey updated MB on the draft DRCD Annual Report 2020. MB approved, in principle, the draft Report, subject to any final amendments or edits to be provided by individual MB members to the Corporate Policy and Strategic Support Unit.

MB noted the draft report will be submitted for Ministerial approval prior to being submitted for noting by Cabinet and publication on the Department's website.

5. MATTERS FOR DISCUSSION

5.1 COVID-19

MB discussed the situation relating to the Covid-19 virus and noted the following:

- POs continue to keep under review all contingency plans in light of Government decision of the 15 June. PO's continue to engage with sectors to ensure compliance with all public health advices.
- Update on the Stability Fund.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including:

- Noted update on launch the 2020 SICAP Annual Progress Report on 3rd July;
- Noted update on Water Safety Ireland;
- Noted that Rethink Ireland's 5 Year's of Impact Showcase Event is scheduled for the 22nd June;
- Update on the pilot Community Development Programme Fund;
- Update on the procurement process for ferry service to Clare Island;
- Update on the Periodic Critical Review of Pobal;
- Noted update on the one to one meetings with lead parties on the 16th and 17th of June, to provide guidance on the third call for RRDF Category 2 applications. The deadline for the receipt of applications under the 3rd call for category 2 applications is 12 noon on Friday, 30th July, 2021;
- Noted update on meeting of 18th June re. further discussions on actions under the Rural Development Policy 2021 – 2025;
- Noted webinar for Public Participation Networks on Our Rural Future – Rural Development Policy, on the 23rd June;
- Update on Our Rural Future Roadshow, on week being the 26th of July;
- Update on the workforce planning exercise;

Department of Rural and Community Development

Management Board Meeting No. 176

Location – Trinity Point Conference room and webex remote link

- Noted Town Hall meeting scheduled for 30th of June;
- Update on the 2021 Work Plan for Our Rural Future – Rural Development Policy 2021 – 2025;
- Update on potential development of a pilot insurance policy scheme for private land owners in upland areas who allow access to their lands for recreational purposes;
- Update on connect hubs fund;
- Update on trial initiative to use public library network to deploy Microsoft Airband technology;
- Noted Staff Update circulated on the 22nd June (for week beginning 21st June);
- Update on the Civil Service Excellence and Innovation Awards 2021;
- Noted training sessions for staff re. plain and accessible language for internal and external communications, scheduled for the 21st and 25th of June;
- Noted the LGMA / Libraries Ireland (Ireland): Your Library – Take a Closer Look, was awarded third place at the IFLA PressReader International Marketing Award Winners 2021;
- Noted interview skills training sessions are being provided on the 24th June, 25th June and 1st of July;
- Noted the update on the Dormant Accounts Fund Annual Report 2020;
- Noted meeting of DRCD Health and Safety Committee on the 18th June: and
- Noted meeting of Civil Service Management Board on the 25th June, 2021.

6.2 UPDATE ON THE TOWN CENTRE FIRST (TCF) POLICY

JP Mulherin updated MB on the development of a Town Centre First Policy.

MB noted and discussed the draft recommendations of the Inter-Departmental Group on Town Centre First, which will form the basis for the TCF Framework. MB noted that the draft recommendations will be considered by the Advisory Group on Town Centre First.

MB noted that DRCD will continue to work bilaterally with the Dept Housing, Local Government and Heritage, on the refinement and agreement of the proposed recommendations and to draft the accompanying report and this process will also entail consideration of linkages with other initiatives such as *Housing for All*.

Department of Rural and Community Development

Management Board Meeting No. 176

Location – Trinity Point Conference room and webex remote link

MB noted that briefing will be provided to Minister Humphreys in advance of a rescheduled trilateral meeting with the Minister for Housing, Local Government and Heritage and the Minister for Environment, Climate and Communications.

6.3 UPDATE ON THE DEPARTMENT STAFF COMPLIANCE HANDBOOK

Gobhnait Swift updated MB on the draft Department Staff Programme Guidance Handbook.

MB noted and discussed the initial draft and approved the approach been taken in the development of the handbook.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

The diary for the forthcoming fortnight was noted.

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted the Oireachtas schedule for the next week.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

7.5 MINISTERIAL SUBMISSIONS

MB noted current matters awaiting Ministerial decision.

8. AOB

MB formally expressed their thanks to all those involved in providing material for the meeting of the Select Committee on Social Protection Community and Rural Development and the Islands – 2021 Further Revised Estimates for Public Services – Vote 42 Rural and Community Development on 16th of June.