

MANAGEMENT BOARD MINUTES 7/01/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General; Sheenagh Rooney - Assistant Secretary and Bairbre NicAongusa - Assistant Secretary.

Apologies: William Parnell – Assistant Secretary;

Andrew Forde, Principal Officer, Rural Strategy and Social Enterprise Unit: Aisling Penrose, Assistant Principal Officer, Rural Strategy and Social Enterprise Unit, attended for item 5.2

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit; Finance and Evaluation Unit; David O'Connor, Assistant Principal Officer, Finance and Evaluation Unit and Stephen Brady, Assistant Principal Officer, Finance and Evaluation Unit, attended for item no. 4.1

Secretariat – Lynda Crawford

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 FINANCE UPDATE

MB discussed and noted the finance update.

4.2 FINANCIAL PROCEDURES AND POLICIES AND PROCUREMENT GUIDELINES

MB approved the Departmental Procurement Guidelines and the Guidance Manual on Financial Policies & Procedures.

5. PRIORITY ISSUES FOR DISCUSSION

5.1 BREXIT

MB discussed DRCD preparations for Brexit.

5.2 RURAL POLICY 2020-2025

Andrew Forde and Aisling Penrose updated MB on the draft Rural Policy 2020-2025.

MB discussed the draft policy and proposed amendments to text, subject to Ministerial approval.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the Sustainable, Inclusive and Empowered Communities: A Five-Year Strategy to Support the Community and Voluntary Sector in Ireland 2019-2024, the National Volunteering Strategy, Review of the CSP, Water Safety Ireland, Charities (Amendment) Bill 2020, OCR, DRCD Communications Strategy, Business planning 2020, National Ploughing Championships 2020, Libraries Communications Campaign 2020.

6.2 FINANCE UPDATE

The finance report was discussed and noted.

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 will resume on the 15th January and Seanad Éireann resumes on the 21 January.

7.4 SOG'S / CABINET COMMITTEES

Department of Rural and Community Development
Management Board Meeting No. 106

No issues arising.

8. AOB

Kevin McCarthy,
Secretary General

MANAGEMENT BOARD MINUTES 13/01/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General; William Parnell – Assistant Secretary; Sheenagh Rooney - Assistant Secretary and Bairbre NicAongusa - Assistant Secretary.

Paul Geraghty, Principal Officer, Social Inclusion and Communities Unit; John Orme, Assistant Principal Officer Social Inclusion and Communities Unit and Lisa Keveney, Administrative Officer, Social Inclusion and Communities Unit, attended for item 4.1

Secretariat – Lynda Crawford

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 PROJECT INITIATION DOCUMENT FOR THE POBAL PERIODIC CRITICAL REVIEW

MB approved the Project Initiation Document for the Pobal Periodic Critical Review with minor amendments.

5. PRIORITY ISSUES FOR DISCUSSION

5.1 BREXIT

MB discussed DRCD preparations for Brexit.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

Department of Rural and Community Development
Management Board Meeting No. 107

MB members provided updates on a number of ongoing items in their areas, including OCR, DRCD Communications Strategy, Business Planning 2020, Climate Change Plan, Libraries Communications Campaign 2020, WSI, Our Rural Future: Ireland's Rural Development 2020-2025, Engagement with Philanthropic Foundations, *Inclusive and Empowered Communities*.

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 will resume on the 15th January and Seanad Éireann resumes on the 21 January.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Kevin McCarthy,
Secretary General

MANAGEMENT BOARD MINUTES 20/01/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General; William Parnell – Assistant Secretary; Sheenagh Rooney - Assistant Secretary and Bairbre NicAongusa - Assistant Secretary.

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

5. PRIORITY ISSUES FOR DISCUSSION

5.1 BREXIT

MB discussed DRCD preparations for Brexit.

5.2 ADMINISTRATIVE ISSUES RELATED TO GENERAL ELECTION 2020

MB noted the arrangements in place in respect of administrative issues relating to the current election campaign. A communication issued to all staff in respect of appropriate arrangements. Plans for the preparation of briefing material for an incoming Minister were also noted.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the OCR, Business Planning 2020, National Ploughing Championships 2020, Information sessions RRDF on the 15/16 January in Athlone, Our Rural Future: Ireland's Rural Development 2020-2025, The Town Centre Living Initiative, the Outdoor Recreation Infrastructure Scheme, the National Volunteering Strategy 2020 – 2025, Sustainable, Inclusive and Empowered Communities and Project Ireland 2040.

6.2 FOI REPORT

The FOI Report was noted.

6.3 MINISTERIAL REPRESENTATIONS REPORT

The Ministerial Representations Report was noted.

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 will resume on the 20th February and Seanad Éireann resumes on the 21 January.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Kevin McCarthy,
Secretary General

Department of Rural and Community Development
Management Board Meeting No. 108

MANAGEMENT BOARD MINUTES 27/01/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General; William Parnell – Assistant Secretary; Sheenagh Rooney - Assistant Secretary and Bairbre NicAongusa - Assistant Secretary.

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

5. PRIORITY ISSUES FOR DISCUSSION

5.1 BREXIT

MB discussed DRCD preparations for Brexit.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the, National Ploughing Championships 2020, the portal for corporate co-ordinated work, the OPS 2020 Implementation Reporting Template, the corporate governance checklist for DRCD agencies, DRCD Gender Action Plan, DRCD Annual Report, DRCD Records Policy, Data Protection, Climate Action Plan, Review of CSP, Sustainable, Inclusive and Empowered Communities, Outdoor Recreation Infrastructure Scheme.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

Department of Rural and Community Development
Management Board Meeting No. 109

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 will resume on the 20th February.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Kevin McCarthy,
Secretary General

MANAGEMENT BOARD MINUTES 3/02/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General; William Parnell – Assistant Secretary; Sheenagh Rooney - Assistant Secretary and Bairbre NicAongusa - Assistant Secretary.

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit; Finance and Evaluation Unit; David O'Connor, Assistant Principal Officer, Finance and Evaluation Unit and Stephen Brady, Assistant Principal Officer, Finance and Evaluation Unit, attended for item no. 4.1

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

4.1 DRCD CONSULTANCIES AND FINANCE UPDATE

MB approved RFT's for the proposed consultancies, subject to MB approval before award of contract. It was agreed that timelines and proposed expenditure be reviewed during 2020/2021.

The finance update and expenditure profiles for 2020 were discussed and noted.

5. PRIORITY ISSUES FOR DISCUSSION

5.1 BREXIT

MB discussed DRCD preparations for the next phase of Brexit.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

Department of Rural and Community Development
Management Board Meeting No. 110

MB members provided updates on a number of ongoing items in their areas, including the, DRCD Gender Action Plan, Climate Action Plan, Review of CSP, Sustainable, Inclusive and Empowered Communities, Philanthropy, the 3 year evaluation and research programme, business process improvement demonstration project, climate action plan, OCR, WHAM Programme 2020, Business Plans, HR Handbook, Social Enterprise, the Town Centre Living Initiative, Risk Register, It Capability and Capacity and meeting with CCMA on the 6th February.

6.2 CHECKLISTS ON CODE OF PRACTICE FOR THE GOVERNANCE OF STATE BODIES

MB noted the 2019 checklists on code of practice for Governance of State Bodies for Department's agencies and noted that updated information, as provided by divisions will be resubmitted to MB.

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 will resume on the 20th February.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Kevin McCarthy,
Secretary General

MANAGEMENT BOARD MINUTES 10/02/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General; William Parnell – Assistant Secretary; Sheenagh Rooney - Assistant Secretary and Bairbre NicAongusa - Assistant Secretary.

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit; Jason Cleary, Assistant Principal Officer, Finance and Evaluation Unit, attended for item no. 5.2

David Dalton, Principal Officer, Inspection and Compliance Unit, attended for item no. 6.2

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

5. PRIORITY ISSUES FOR DISCUSSION

5.1 BREXIT

MB discussed DRCD preparations for the next phase of Brexit.

5.2 THREE YEAR EVALUATION AND RESEARCH PROGRAMME

Jason Cleary and Kenneth Jordan briefed MB on the evaluation unit's three year strategy for evaluation, research and policy analysis covering the period 2020 to 2022. MB approved the draft strategy and made a number of inputs on the key priorities and sequencing of work.

MB noted that DPER have agreed to provide a briefing session on the Public Spending Code to the Department and requested that this be scheduled at an early date.

5.3 MINISTERIAL BRIEF

MB noted update on preparations of a new Ministerial brief.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including SICAP, DRCD climate action group meeting on the 6th February and Vision for the Future of the Civil Service.

6.2 PROGRESS UPDATE INSPECTION AND COMPLIANCE UNIT

David Dalton provided MB with an update on the work of the inspection and compliance unit during 2019 and the inspection programme for 2020.

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 will resume on the 20th February.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Kevin McCarthy,
Secretary General

Department of Rural and Community Development
Management Board Meeting No. 111

MANAGEMENT BOARD MINUTES 17/02/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General; William Parnell – Assistant Secretary and Bairbre NicAongusa - Assistant Secretary.

Apologies: Sheenagh Rooney - Assistant Secretary

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 OR DECISION

4.1 CONSULTANCY ON THE LANDSCAPE OF PHILANTHROPIC GIVING IN IRELAND

MB approved the contract in principle, subject to clarifications, to Indecon for the research study into the landscape of philanthropy in Ireland.

4.2 REQUEST FOR SPECIFIC APPROVAL – DRCD SENIORS ALERT SCHEME IT SYSTEM

MB approved the proposal to DPER for a ICT project for the Seniors Alert Scheme, for delivery by Pobal.

5. PRIORITY ISSUES FOR DISCUSSION

5.1 BREXIT

MB discussed DRCD preparations for the next phase of Brexit.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the Civil Service Renewal Taskforce, Water Safety Ireland, Outdoor Recreation Infrastructure Scheme, the town centre living initiative, recreational use of upland (Mountain) areas and the Western Development Commission

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 will resume on the 20th February.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Kevin McCarthy,
Secretary General

MANAGEMENT BOARD MINUTES 24/02/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General; Bairbre NicAongusa - Assistant Secretary; Sheenagh Rooney - Assistant Secretary and William Parnell – Assistant Secretary

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 OR DECISION

4.

5. PRIORITY ISSUES FOR DISCUSSION

5.1 BREXIT

MB discussed DRCD preparations for the next phase of Brexit.

5.2 FRAMEWORK FOR THE NEXT STAGE OF CIVIL SERVICE RENEWAL

MB discussed the framework for the next stage of civil service renewal and made a number of inputs on the key priorities for inclusion in CRS 2030 Framework. The feedback will be submitted to the Civil Service Renewal Programme Management Office, who will progress the development of Civil Service Renewal 2030, based on Departmental feedback.

MB noted that staff are invited to take part in a consultation programme (online consultation and open space events) to inform the development of CSR 2030.

6. MATTERS FOR INFORMATION

6.1 UPDATE ON INTERNAL AUDIT UNIT

The Head of Internal Audit, David Yeomans, presented his business plan 2020 that comprises the preparation and delivery of a programme of audits and follow-up of audit recommendations. The priorities for 2020 include the set-up of routine spot-check of payroll and T&S expense. The MB commented on the flexibility shown by David on the timing of audits to facilitate business priorities and it commended him on the help and assistance provided to Units during the course of his work.

6.2 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the, Water Safety Ireland, Outdoor Recreation Infrastructure Scheme, the town centre living initiative, review of CSP, Community Enhancement Programme, DRCD PO network, the National Libraries Open Day on the 29th February, Ministerial brief, Programme for Government briefings to members of 33rd Dáil - discussions on formation of a Government.

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 will meet again on the 5th March.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Department of Rural and Community Development
Management Board Meeting No. 113

Kevin McCarthy,
Secretary General

MANAGEMENT BOARD MINUTES 2/03/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General; Bairbre NicAongusa - Assistant Secretary; Sheenagh Rooney - Assistant Secretary and William Parnell – Assistant Secretary

Deirdre Carwood, Deloitte Forensic :Shane Flanagan, Deloitte Forensic: Kenneth Jordan, Principal Officer, Finance and Evaluation Unit; Finance and Evaluation Unit; Brendan Mahon, Assistant Principal Officer, Finance and Evaluation Unit and Stephen Brady, Assistant Principal Officer, Finance and Evaluation Unit, attended for item no. 5.1

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 OR DECISION

4.

5. PRIORITY ISSUES FOR DISCUSSION

5.1 BREXIT

MB discussed DRCD preparations for the next phase of Brexit.

5.2 PRESENTATION BY DELOITTEE OF REVIEW OF POTENTIAL ADDITIONAL SOURCES OF DAF

Deirdre Carwood and Shane Flanagan presented an overview of initial determination of assets that may be suitable for inclusion in the Dormant Accounts Fund.

MB discussed the report on potential additional sources of dormant assets and it was agreed that Finance Unit would prepare a preliminary paper on possible implementation issues and approaches for further consideration.

5.3 COVID-19 VIRUS

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

- HR has communicated with all staff on the appropriate source for the latest advice - current information and guidelines relating to the COVID-19 virus can be found on the HPSC website via the following link: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/frequentlyaskedquestions/> and communication with staff has also involved prominent display of guidance posters throughout the workplace.
- Corporately within DRCD actions are being taken to promote awareness of good hand hygiene which is essential to minimise any infection risks. More hand sanitisers are being provided in our offices for that purpose.
- DRCD is represented at Senior Officials Group on COVID 19 and has in place its own emergency action plan which can be initiated as needed, this involves communication protocols and supports to enable working from home to the extent that this is possible.

6. MATTERS FOR INFORMATION

6.2 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the, Category 2 – RRDF, OCR, DRCD arrangements for Digital and ICT-related expenditure, National Ploughing Championships, National Emergency Coordination meeting on 29th February and the 1st March, National Library Open Day on the 29 February, Comhairle na Tuaithe meeting on the 27th February and Social Enterprise Implementation Group on the 28th February.

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 will meet again on the 5th March.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MB agreed draft agenda for forthcoming Ministerial Management Board meeting.

Kevin McCarthy,
Secretary General

MANAGEMENT BOARD MINUTES 9/03/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General; Bairbre NicAongusa - Assistant Secretary; Sheenagh Rooney - Assistant Secretary and William Parnell – Assistant Secretary

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit; Finance and Evaluation Unit; David O'Connor, Assistant Principal Officer, Finance and Evaluation Unit and Stephen Brady, Assistant Principal Officer, Finance and Evaluation Unit, attended for items 4.1 and 6.2

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 OR DECISION

4.1 DORMANT ACCOUNTS ASSETS

MB approved plan to progress work on the recommended asset classes and the provision of a note for information to Minister Canney and Minister Ring.

MB agreed that following on the completion of this work, a proposal would be developed for Government decision. MB noted the Dormant Accounts Annual Report 2019 is required to be published before the 30 June and that a draft Disbursement scheme is currently being finalised.

It was noted that bringing these items to Government collectively would be a good approach if this timing is possible. It was also noted that following Government approval it is envisaged to publish the report on potential additional sources of dormant assets as drafted by Deloitte.

5. PRIORITY ISSUES FOR DISCUSSION

5.1 BREXIT

MB discussed DRCD preparations for the next phase of Brexit.

5.2 COVID-19 VIRUS

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

- HR has continued to communicate with all staff on the appropriate source for the latest advice - current information and guidelines relating to the COVID-19 virus can be found on the HPSC website via the following link: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/frequentlyaskedquestions/> and communication with staff has also involved prominent display of guidance posters throughout the workplace.
- Corporately within DRCD actions are continuing to be taken to promote awareness of good hand hygiene which is essential to minimise any infection risks.
- DRCD is represented on the National Public Health Emergency Team (NPHET) - Coronavirus - Covid 19 NPHET Subgroup - Vulnerable People. DRCD has established a sub-group on the community response to vulnerable groups (which includes an extensive range of organisations working at grassroots level across the community & voluntary sectors) which can assist in communicating key messages for older / isolated and vulnerable people / communities. The group is scheduled to meet on the 10th March.
- The Finance Unit is currently finalising its Business Continuity Plan containing preparatory actions to ensure continuation of payments both through NSSO and Killarney Financial Shared Service. The aim is to ensure all salary and priority payments can progress as normal.
- DRCD has been in contact with all of the agencies under its remit to ensure continuity of services and that there will be no disruption in payments to community groups in order to ensure essential services remain supported and key personnel paid.
- Meetings scheduled for the 12 and 13 March of the DRCD COVID-19 internal steering group.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the, the meeting of National Public Health Emergency Team – Coronavirus Covid – 19 Subgroup Vulnerable People on the 11 March, WSI, WDC, Ministerial brief, DRCD Annual Report 2019, DRCD transfer of functions - action log.

6.2 FIANNCE UPDATE

MB discussed and noted the finance update.

6.3 FOI REPORT

MB noted the FOI report.

6.4 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 that Dáil Éireann will meet again on the 19th March.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Kevin McCarthy,
Secretary General

MANAGEMENT BOARD MINUTES 18/03/2020

ATTENDANCE:

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

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 OR DECISION

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

- HR has continued to communicate with all staff on the appropriate source for the latest advice - current information and guidelines relating to the COVID-19 virus can be found on the HPSC website via the following link: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/frequentlyaskedquestions/> and communication with staff has also involved prominent display of guidance posters throughout the workplace.
- The Department will continue to optimise the safety of staff and support them in their caring responsibilities, comply with the social distancing guidelines to minimise the spread of COVID-19, will continue to target resources at critical areas of need and be in a position to offer support/assistance across the wider civil and public service if/when the need arises.
- The Finance Unit confirmed that there is a Business Continuity Plan containing preparatory actions to ensure continuation of payments both through NSSO and

Killarney Financial Shared Service. The aim is to ensure all salary and priority payments can progress as normal. Divisions will maintain schedule for priority payments (small businesses/salaries/funding of services to public) and identify risk of impact on capital programmes.

- Bairbre Nic Aongusa continues to represent the Department on the NPHE Sub-group on Vulnerable People, which is chaired by the Department of Health.
- COVID-19 - Government Action Plan to support the Community Response is being finalised which will provide ongoing and increased support to Volunteer Centres to match people who want to volunteer and organisations looking for volunteers; provide additional community supports for older people; and will set up a Helpdesk specifically for registered Community and Voluntary organisations.
- In response to a request from the HSE, DRCD put a call out to staff across the Department to support in contact tracing work and that a large number of staff have stepped up to volunteer for this work.
- The Department of Employment and Social Protection will also be seeking support. DRCD will be putting a call out to staff and will identify how many staff and at what grade can be made available by deprioritising less critical work at this time. HR will be seek details of the location of those staff and what work patterns they could engage in including out of hours and week-end work if they have childminding responsibilities during the core working week (i.e. Monday to Friday 9-5).
- MB noted that HR will also engage with Agencies of the Department to seek to identify what staff and support they can provide to this national effort.
- MB noted that as part of the Government's response to the COVID-19 crisis, a staff Temporary Assignment Scheme has been developed by DPER (to be managed by PAS) to ensure the continuity of essential services to the public.
- DRCD will compile the details of personnel who have volunteered to work on the *Contact Tracers Project* and those available to temporarily transfer to DEASP respectively. These processes will be completed through ongoing bilateral conversations with those Departments and some staff are currently being assigned to these requests.
- As part of this new Temporary Assignment scheme, staff working in roles that are not currently considered essential may be temporarily assigned to provide critical public services. It is envisaged that the temporary assignments may be for an initial period of up to three months, with a possible extension if required.
- Accommodation unit have arranged for the extension of office opening hours in Ballina offices, the offices will be open from 7.30 a.m. to 9 p.m. This will be reviewed next week and may be further extended.
- Citrix will be available to be rolled out to a priority list of personnel. HR to provide OGCI with personnel mobile numbers for citric solution.
- It was confirmed that web mail will be available early next week and a further delivery of equipment is confirmed to arrive early next week. This will provide remote access to 50% of staff.
- Meetings scheduled for the 16th, 18th and 20th March of the DRCD COVID-19 internal steering group.
- The department continues to keeping under constant review the emergency planning framework.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

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 will meet again on the 19th March.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Kevin McCarthy,
Secretary General

MANAGEMENT BOARD MINUTES 23/03/2020

ATTENDANCE:

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

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 OR DECISION

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

- Bairbre NicAongusa updated MB on the meeting in the Department of the Taoiseach on the 19th which discussed potential supply chain challenges
- Initial discussions with DPER in relation to potential need for virement from capital to current expenditure and finance unit to engage with Principal Officers.
- Further communications will be launched to inform the public about volunteering, remote working in rural areas, library online services.
- The success of the launch of the COVID-19 - Government Action Plan to support the Community Response, the preparation of the guidance document for volunteering and the establishment of the Helpdesk specifically for registered Community and Voluntary organisations.

5.2 SUPPORTS FOR SOCIAL IMPACT ORGANISATIONS DURING COVID-19

MB discussed the impact on organisations (e.g. social enterprises, community and voluntary organisations and charities) which have seen a decrease in their income from traded activity or fund-raising due the Covid-19 pandemic or may have to temporarily ceased operations.

MB discussed the supports being provided by DBEI and Government to enterprises for COVID-19 and noted the implications for the community and voluntary sector, charities, community services organisations and social enterprises.

MB discussed the maximisation of all available funding streams under the remit of the Department.

MB discussed options for supporting organisations including an initial proposal to develop a loan fund.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including philanthropy and CSP.

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 will meet again on the 26th March.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Department of Rural and Community Development
Management Board Meeting No. 117

Kevin McCarthy,
Secretary General

MANAGEMENT BOARD MINUTES 30/03/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); Bairbre NicAongusa - Assistant Secretary (by remote link); Sheenagh Rooney - Assistant Secretary (by remote link) and William Parnell – 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 OR DECISION

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

Community Response Framework

- Bairbre NicAongusa updated on the Local Authority Community Response Framework, which provides a national template for arrangements to be put in place by Local Authorities to ensure that all vulnerable members of communities are appropriately supported during the next stages of the COVID-19 response. Arrangements for data capture were discussed.
- Bairbre NicAongusa updated MB on DRCD liaison with the Dept. of the Taoiseach on the proposed media briefing on the Government's framework for the community response to Covid-19. The aim of the briefing will be to better inform the public on the arrangements that have been put in place by Local Authorities to ensure that all vulnerable members of communities are appropriately supported during the next stages

of the COVID-19 response. This will include details of the '**Covid Community Outreach**', the Seniors Alert Scheme befriending service, the ALONE helpline, and the work being carried out by Volunteer Centres. MB noted the importance of the emphasis on good neighbourliness.

- '**Covid Community Outreach**' – 31 Community Champions who will work with local authorities to ensure coordination of local community supports. DRCD will continue to engage with local authorities to ensure that continued contact is directed at all of the people that the programme ultimately seeks to support.
- Seniors Alert Scheme – In conjunction with ALONE proposal being finalized to provide a friendly call service and a befriending service to recipients of SAS Scheme. This will assist ALONE to work with a number of local organisations to assist in the provision of practical supports such as shopping or collections of prescriptions or fuel.
- Rural Development and Innovation - Digital Mapping/Geographical Information Systems (GIS) – DRCD is currently finalising lists of local organisations that may assist with COVID-19 response for input into data set for each local authority. Possible launch being finalised with Dept of Taoiseach/DHPLG.
- An Post has scheduled delivery of practical guidance note to every household (per local authority area) on all supports available (local authority helpline phone number and email address) and guidance to volunteers (instructions on provision of food, etc. as approved by HSE) and advice to vulnerable service recipients. DRCD will provide information on volunteering as per advices of Volunteering Ireland.
- Volunteering need is continuing to be kept under review in each LA area. DRCD has resources in place to further promote/seek volunteers, via media campaign, if and when deemed appropriate.
- DRCD has written to all CSP funded organisations providing assurances around the retention of CSP funding at current levels and providing CSP payments to end June even in circumstances where all activities have been suspended. Further communication to CSP employers clarifying requirements in respect the Wage Subsidisation Scheme is proposed. Supports to sector under constant review, in response to Wage Subsidy Scheme and pending ongoing consultation with DPER, DEASP and Revenue.
- Social Finance Loan Fund - Proposal being developed, subject to DPER sanction, for loan funding for small community impact organisations that may have short term cash flow problems in meeting non-wage costs (rent, insurance etc.).
- Continued engagement with the Wheel on issues that they have raised around limitations of the wage subsidisation scheme for organisations in the sector. Meeting with WHEEL on the 27th and further detail awaited from them.
- Proposal for philanthropy campaign is being considered, subject to DPER sanction.

Department of Rural and Community Development
Management Board Meeting No. 118

- Finance unit will circulate document on potential savings for re-allocation to covid-19 measures for consideration by PO's in order to better inform possible virement requests.
- Information on reduced hours of opening in Ballina office from 9 a.m. to 12 noon will be issued to all staff.
- DRCD Hive for Covid-1 - development work underway for staff to be given access to a central portal containing updates on current COVID 19 issues.
- The National Shared Services Office (NSSO) issued notification on the 30/3/20 that due to the current Covid-19 emergency, the HR and Payroll Customer Helpdesks are temporarily suspended, with immediate effect. The service has now moved to an email only service, until further notice. DRCD HR will keep this matter under constant review in order to ensure staff are receiving supports/assistance. HR will continue to daily contact all POs in order to ensure staff are supported/assisted.
- HR will issue authorisation letter to anyone who needs to travel to the office for essential work purposes.
- Contact tracing HSE – DRCD has received confirmation from HSE that there is currently adequate resources in place. HR will continue engagement with HSE in order to finalise arrangements for staff.
- DRCD continued engagement with DEASP on temporary redeployment.
- Temporary Assignment Scheme in the Civil and Public Service – HR will continue to keep assignments under constant review. MB noted that for the duration of temporary redeployment, personnel will remain on Department's payroll and if any issues arise, local HR are available as first contact and will provide assistance. Assignment of staff through PAS system.

DRCD updates on Government Action Plan for response to COVID-19

- Updates on libraries online services, the community outreach programme are being finalised.
- Update on Tidy Towns – DRCD are contingency planning for various scenarios e.g. for possible reduced event, noted the final decision to be taken by end of April and that arrangements are being kept under ongoing review.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

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 will meet again on the 2nd April.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Kevin McCarthy,
Secretary General

MANAGEMENT BOARD MINUTES 6/04/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); Bairbre NicAongusa - Assistant Secretary (by remote link); Sheenagh Rooney - Assistant Secretary (by remote link) and William Parnell – 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 OR DECISION

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

Supports for Community and Voluntary Sector

The funding proposals that are currently being developed in respect of the Emergency Measure: COVID-19 Emergency Fund, the Short-term Business Continuity Measure: Community Response Philanthropy Fund and the Short to Medium-term Normalisation Measure: Social Finance Loan Scheme.

Noted the proposal being finalised on the once off use of a 2020 CSP Support Fund, to provide limited further assistance to qualifying CSP organisations that are in most need of short term support.

The Community Call

- The local authority helpline has adequate resources, at present.
- DRCD will be providing the National Governance Group with guidance documentation on volunteering (advice for people giving and receiving support during the COVID-19 pandemic) for circulation, as appropriate.
- An Post to deliver, to every household, guidance on cocooning to protect people over 70 years and those extremely medically vulnerable from COVID-19, details of the local authority helplines and advice to volunteers/vulnerable service recipients on volunteering. DRCD has requested and is currently awaiting information on level of DRCD expenditure input on this project from DHPLG.
- LGMA will issue communication to all local authorities, detailing good practice guidance on volunteer management.
- The LGMA have confirmed that the Local Authority public liability insurance provides adequate insurance for volunteers to carry out cash transactions on behalf of service recipients and in instances where volunteers enter service recipient's homes. The CCMA will issue communication to all Local Authorities on this matter.
- HSE will issue guidance on shopping during COVID-19.
- DHPLG is currently developing a data dashboard of daily activity on the Local Authority helplines. DRCD will circulate other data internally for information e.g. calls to the ALONE helpline, C&V helpdesk, statistics on SAS, etc.

MB noted the update on Library Services during the COVID-19 crisis.

Proposal being finalised on Retail Service Provider (RSP) and up to 36 months of funding for retail connection costs for all non-commercial BCPs, subject to public health guidelines.

Accommodation will issued notification to staff on revised opening hours for the Ballina offices (Tuesday and Thursday 9 a.m. to 12 noon) and Trinity Point – 7 a.m. to 7 p.m. (Monday – Friday).

The DRCD HIVE portal is now active and is currently available to Principal Officers and Assistant Principal Officers. Divisions may nominate additional personnel, if required.

DRCD Staff Newsletter to issue on the 9th April.

Contact tracing HSE – DRCD has received revised information on proposed staff training in GMIT Castlebar. DRCD is awaiting further information on this matter.

A temporary alternate system for answering **COVID-19 related queries** from Deputies is currently being put in place by Government Departments. Covid-19 related queries will be sent via party/group leaders and the Houses of the Oireachtas to the Corporate Policy Unit for coordination.

This temporary system for COVID-19 queries does not replace existing PQ system and all PQs as submitted to DRCD by the Oireachtas require response by divisions.

Temporary Assignment Scheme in the Civil and Public Service –Staff are currently notifying HR of PAS notification of assignment details. HR is also is receiving weekly updates from PAS (Monday) and is providing updates to Principal Officers.

MB recorded their appreciation for the work of the POs in successfully managing the workload and staffing arrangements of their Units in the face of the disruption caused by the Covid-19 crisis, to ensure continuity of the Department’s services as far as possible.

OGCIO will provide emergency cover over Easter weekend (on call personnel only). If additional support is required, divisions to notify IT.

5.2 BREXIT

MB noted DRCD preparations for the next phase of Brexit.

6. MATTERS FOR INFORMATION

6.1 FINANCE UPDATE

MB discussed and noted the Finance Update.

6.2 OTHER SIGNIFICANT UPDATES

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 note that Dáil Éireann will meet again on the 16th April.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Kevin McCarthy,
Secretary General

MANAGEMENT BOARD MINUTES 15/04/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); Bairbre NicAongusa - Assistant Secretary (by remote link); Sheenagh Rooney - Assistant Secretary (by remote link) and William Parnell – 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 OR DECISION

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

- Proposal being finalised on the once off use of a 2020 CSP Support Fund, to provide limited further assistance to qualifying CSP organisations that are in most need of short term support.
- DRCD will circulate a summary note on the challenges for the Community, Voluntary and Social Enterprise Sector, for consideration by the SOG on COVID-19 on the 15th April. The subgroup of the SOG on COVID-19 for Community, Voluntary and Social Enterprise will consider matters raised by SOG.
- The Tidy Towns Competition 2020, arrangement are being kept under review and the Department is continuing to maintain engagement with tidy towns committees.

- Senior Officials Group on Economic Recovery – MB discussed the challenges faced by the Community, Voluntary and Social Enterprise Sector. DRCD will provide the SOG with an outline summary document of the economic impacts and challenges emerging for the sector. A paper on DRCD contributions to the recovery process will be drafted and circulated to MB.
- Bairbre NicAongusa provided an update on the sub-group on Supply chain issues.

5.2 BREXIT

MB noted DRCD preparations for the next phase of Brexit.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the Ministerial Brief and the continued review of provisional schedule of events.

6.2 FOI REPORT

MB noted the FOI Report.

6.3 MINISTERIAL REPRESENTATION REPORT

MB noted the Ministerial Representation 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 note that Dáil Éireann will meet again on the 16th April.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MB noted the update issued by the Office of Government Procurement, to the note on procurement and contractual matters associated with the Covid-19 Response Measures, which was published on the 14th April 2020 on the Construction Procurement website.

Kevin McCarthy,
Secretary General

MANAGEMENT BOARD MINUTES 20/04/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General (by remote link); Bairbre NicAongusa - Assistant Secretary (by remote link); Sheenagh Rooney - Assistant Secretary (by remote link) and William Parnell – 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 OR DECISION

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

Supports for Community, Voluntary and Social Enterprise

- The DRCD summary note on the challenges for the Community, Voluntary and Social Enterprise Sector was provided to the SOG on COVID-19. Deirdre Kelly co-ordinating DRCD response to further information request to departments from D/Taoiseach.
- Proposal re use of Dormant Accounts Funding under consideration.
- Noted Ministerial agreement on the once off use of a 2020 CSP Support Fund, to provide limited further assistance to qualifying CSP organisations that are in most need of short term support. Pobal, on behalf of DRCD, issued detailed clarification on this matter to all organisations on the 17th April.

Recovery

- Senior Officials Group on Economic Recovery: A paper on DRCD contributions to the recovery from the impact of COVID-19, was provided to this SOG on the 16th April. Further consideration of follow-up work strands/ themes from this paper were discussed. Principal Officers will be invited to notify interest in contributing input on relevant themes.
- Input will also be sought on lessons learned from the current remote working arrangements, remote working policy and potential initiatives for development.

5.2 BREXIT

MB noted DRCD preparations for the next phase of Brexit.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the Progress Report on the DRCD People Strategy as of the 31 March, 2020 and the Tidy Town Competition.

6.2 UPDATE ON RRDF

MB discussed and noted the update on the RRDF.

6.3 TRANSPOSITION OF EU DIRECTIVE 2019/1937: EXTENSION OF THE PROTECTED DISCLOSURES ACT 2014 (PDA)

MB noted the update on the transposition of EU Directive 2019/1937: Extension of the Protected Disclosures Act 2014 (PDA).

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 note that Dáil Éireann will meet again on the 23rd April.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Kevin McCarthy,
Secretary General

MANAGEMENT BOARD MINUTES 27/04/2020

ATTENDANCE:

Bairbre NicAongusa - Assistant Secretary (by remote link); Sheenagh Rooney - Assistant Secretary (by remote link) and William Parnell – Assistant Secretary (by remote link).

Ciara Bates, Principal Officer, Community and Voluntary Supports and Programmes; Finola Moylette, Principal Officer, Libraries Development and Community Policy Unit; and Kenneth Jordan, Principal Officer, Finance and Evaluation Unit, attended for item 5.1 (by remote link).

Apologies Kevin McCarthy - Secretary General.

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 OR DECISION

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

Supports for Community, Voluntary and Social Enterprise

The DRCD summary note on the challenges for the Community, Voluntary, Charity and Social Enterprise Sectors was provided to the SOG on COVID-19. Discussions with DPER on approval for a package are ongoing prior to any submission to cabinet. Funding to come from Dormant Accounts fund.

5.2 BREXIT

MB noted DRCD preparations for the next phase of Brexit.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

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 will meet again on the 30th April.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 5/05/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General; Bairbre NicAongusa - Assistant Secretary (by remote link); Sheenagh Rooney - Assistant Secretary (by remote link) and William Parnell – 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 OR DECISION

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

Supports for Community, Voluntary and Social Enterprise

- The Government Memorandum on the Support Package for Community & Voluntary, Charity and Social Enterprise Sectors to be submitted to next cabinet meeting.
- MB discussed, phase 2 of the road map for reopening society and businesses as agreed at Cabinet on the 1 May in relation to the opening of public libraries, subject to public health guidance.
- Senior Officials Group on Economic Recovery: PO working groups discussions on related issues are ongoing and outputs are being finalised, to be submitted to MB by COB 7th May and will be discussed at the Senior Management Forum on the 13th May.

- HR has scheduled meetings with Principal Officers (organisational gap analysis), seeking input on lessons learned from the current remote working arrangements, input on issues of managing remote working teams, remote working policy and potential initiatives for development e.g. how to better support staff remote working, elearning. Outputs are being finalised and will be submitted to MB on the 8th May and will be discussed at the Senior Management Forum on the 13th May.
- MB discussed the cabinet approval on the 2nd of May, of measures to further support small, medium and larger business that are negatively impacted by COVID-19, which included:
 - the waiver of commercial rates for impacted businesses;
 - the credit guarantee scheme to support lending to SME's
 - 'wharehousing' of tax liabilities.

Link to this information to inserted on the Department's website. DRCD will continue to engage with DBEI on these initiatives.

DRCD will provide an update to the NPHE sub-group on vulnerable people on the Community Call at meeting on 7th May.

5.2 BREXIT

MB noted DRCD preparations for the next phase of Brexit.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the Indemnity scheme for upland areas, broadband access issues in relation to distance and remote learning and cocooning during COVID-19, the DRCD Annual Report and the Ministerial brief.

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 will meet again on the 6 May.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MB discussed the Programme for Government briefings to members of 33rd Dáil - discussions on formation of a Government.

MANAGEMENT BOARD MINUTES 12/05/2020

ATTENDANCE:

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

Eddie Forsyth, Principal Officer, Rural Fund & Corporate Support Unit and Brendan Brady, Assistant Principal Officer, Rural Fund & Corporate Support Unit, attended (by remote link) for item no. 4.1.

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit and David O’Connor, Assistant Principal – Accountant, attended (by remote link) for 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

4. MATTERS OR DECISION

4.1 ADMINISTRATIVE ARRANGEMENTS FOR OVERSIGHT OF ICT PROJECTS AND EXPENDITURE WITHIN DRCD AND NOTIFICATION TO DPER OF ICT EXPENDITURE AND PROJECT APPROVALS

MB approved the proposed administrative arrangements to apply to all ICT expenditure sourced from the Department’s Vote. The MB noted the need to communicate with POs and agencies in relation to implementing these arrangements. Corporate Support Unit to liaise further with units in relation to confirming ICT projects likely to proceed in 2020 and on further breaking down POBAL IT expenditure. Corporate Support Unit should forward the necessary project and expenditure information to DPER to satisfy the requirements of the circular.

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

- The cabinet approval on the 8th May of the overall package of €40 million in supports for the Community & Voluntary, Charity and Social Enterprise sectors, to be funded from the Dormant Accounts Fund, inclusive of:
- The €35 million Stability Fund for once-off cash grants to provide immediate short-term cash flow for organisations providing critical services which have suffered significant income loss due to COVID-19 restrictions, which will be launched on the 11th May.
- MB noted that the final decisions on Stability Fund grants will be made in each instance by the lead Government Department responsible for the sector in which the organisation concerned operates.
- The approval of the €5 million Government contribution to a Philanthropy Fund, which will be launched on the 13th May.
- MB noted the approval of the Addendum to the 2020 Dormant Accounts Action Plan, which will be laid before the Houses of the Oireachtas.
- PO working groups have provided papers on the Department's contribution to the economic recovery and methods of consideration of these documents will be discussed at the Senior Management Forum on the 14th May.
- The Department will provide information to the SOG on Economic Recovery on the economic impact of the crisis on its sectors and the phased reopening of its sectors in accordance with roadmap for reopening society and business.
- Jennifer Billings will give a presentation to the Senior Management Forum on the 14th May on outputs from survey and consultations with Principal Officers, with reference to the guidance provided in the return to work protocol, as part of the process of drafting the Department's roadmap for phased return to work.
- The Department will provide to the SOG on COVID-19 a summary of its sectors/policy areas in relation to the phased reopening of society and business as per roadmap.
- MB noted that the Department will continue to engage with stakeholders to develop a sectoral response to issues that may arise during reopening.
- MB noted the update on library services during COVID-19.

5.2 BREXIT

MB noted DRCD preparations for the next phase of Brexit.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

6.2 FINANCE UPDATE

MB discussed and noted the Finance Update.

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 will meet again on the 13th May.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 18/05/2020

ATTENDANCE:

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

Eddie Forsyth, Principal Officer, Rural Fund & Corporate Support Unit, attended (by remote link) for item no. 4.1.

Finola Moylette, Principal Officer, Libraries Development and Community Policy Unit, attended (by remote link) for item no. 5.1

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit; Jason Cleary, Assistant Principal, Finance and Evaluation Unit; JP Mulherin, Principal Officer, Rural Development and Supports Unit and Mary Byrne, Assistant Principal Officer, Rural Development and Supports Unit, attended (by remote link) for item no. 5.3.

David Dalton, Principal Officer, Inspection and Compliance Unit and John Corr, Administrative Officer, Inspection and Compliance Unit attended (by remote link) for 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

4. MATTERS OR DECISION

4.1 NEW DIGITAL REMOTE WORKING PROJECT

MB approved expenditure for the development of a laptop-based ICT model and development of video conferencing software and digital consultation platforms.

MB noted that the Corporate Support Unit will submit the necessary project and expenditure for the purchase of laptops to DPER (as per Circular 02/16).

MB noted that these initiatives align with the Roadmap for Reopening Society and Business and the Return to Work Safely Protocol. MB noted that these initiatives will enable all staff to work remotely and that the Corporate Support Unit will liaise with all Principal Officers in order to prioritise the allocation of laptops so that all priority work areas are accommodated.

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

- Finola Moylette provided an update on the Stability Fund and MB noted that the DRCD Internal Steering Group on COVID-19 will review this matter on the 19th May.
- Principal Officers have engaged with all stakeholders to develop a sectoral response to issues that may arise during reopening, with reference to the guidance provided in the return to work protocol/roadmap for reopening society and business and to identify communications issues/timelines relevant to its sectors.
- MB will meet with PO led working groups to discuss papers on the Departments contribution to the economic recovery.
- HR provided presentation to the Senior Management Forum on the 14th May, on outputs from survey and consultations with Principal Officers, with reference to the guidance provided in the return to work protocol/roadmap, in order to consider development of the Department's roadmap for phased return to work (as per recommendations of DPER roadmap). HR continues to engage with stakeholders on development of the DRCD Roadmap.
- The announcement by the Social Finance Foundation, of two new agreements which will provide greater access to social finance loans for organisations in the social sector.
 - The Irish banks (AIB/EBS, Bank of Ireland, permanent tsb and Ulster Bank) will make available an additional €44 million in low cost funding to the Foundation over the period 2021 to 2025.
 - The European Investment Fund will provide loan guarantees totalling €25m to support new lending by the Foundation. The €25m Loan Guarantee is being made available under the European Union's Employment and Social Innovation programme, part of the Investment Plan for Europe.
- MB noted that the Minister will be briefed on this matter and a link to this information will be set up on the Department's website.

- Corporate Policy and Strategic Support will coordinate information on the current status of engagement by policy areas/units and agencies with stakeholders regarding the roadmap for reopening society and business and the Return to Work Safety Protocol. Information on any issues arising will also be captured.

5.2 BREXIT

MB noted DRCD preparations for the next phase of Brexit.

5.3 REVIEW OF THE LOCAL IMPROVEMENT SCHEME

MB noted and discussed the Focused Policy Assessment of the Local Improvement Scheme. The Report as approved by MB, will be submitted for review by DRCD, following textual updates, to the vote section in DPER. The Finance and Evaluation Unit will provide summary of report and will liaise with the Rural Development and Supports Unit (on response to recommendations of report), Inspection and Compliance Unit and Internal Audit on drafting of a submission and briefing material for Minister Ring.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

6.2 UPDATE ON INSPECTION SERVICES

David Dalton and John Corr provided an update on the inspection and compliance service. MB noted that briefing will be provided to Minister Ring.

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 will meet again on the 20th May.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MB approved, in principle, the DRCD Annual Report 2019, subject to any final amendments or edits to be provided by individual MB members to Gareth Makim.

MANAGEMENT BOARD MINUTES 25/05/2020

ATTENDANCE:

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

Dave Hanley, Principal Officer, Reform Division, DPER and Jennifer Billings, Assistant Principal Officer, Human Resources attended (by remote link) for 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, with minor amendments.

3. MATTERS ARISING

4. MATTERS OR DECISION

4.1

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

- Bairbre NicAongusa provided an update on the Stability Fund.
- Bairbre NicAongua provided an update on the Philanthropy - 'Innovate Together' Fund.
- Bairbre NicAongusa provided an update on the Community Call.
- MB noted that HR has circulated to all staff the Guidance and FAQs on working arrangements and temporary assignments for the public service which was updated on the 22 May 2020 as

published on Gov.ie at <https://www.gov.ie/en/news/092fff-update-on-working-arrangements-and-leave-associated-with-covid-19-fo/>.

Corporate Support Unit and HR unit continue to engage on development of DRCD Roadmap and email will issue to all staff on this matter.

5.2 BREXIT

MB noted DRCD preparations for the next phase of Brexit.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

6.2 UPDATE ON OCR

David Hanley updated the MB on Department's Organisational Capacity Review Report. MB noted that Mr. Hanley will now engage with the External Review Panel (ERP) prior to submitting a draft report and recommendations to the Secretary General.

6.3 DRAFT DORMANT ACCOUNTS DISBURSEMENT SCHEME

MB discussed and noted the draft Dormant Accounts Disbursement Scheme 2020 - 2022.

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 will meet again on the 27th May.

7.4 SOG'S / CABINET COMMITTEES

Department of Rural and Community Development
Management Board Meeting No. 126

No issues arising.

8. AOB

MB noted the DRCD Audit Committee Annual Report 2019 was published to the Department's website on the 2nd of March, 2020 and that the next Audit Committee meeting will take place on Thursday 28th May, 2020.

MANAGEMENT BOARD MINUTES 2/06/2020

ATTENDANCE:

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

Apologies: Bairbre NicAongusa - Assistant Secretary

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 OR DECISION

4.1

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

MB discussed the implementation of the Roadmap for Reopening Society and Business taking into account the economic, social and public health dimensions. MB noted that PO's will continue to engage with stakeholders as part of the phased implementation of the Roadmap. MB noted the requirement for the development of plans for the reopening of economic activities by all DRCD stakeholders, which will be supported by the National Return to Work Protocol.

Department of Rural and Community Development
Management Board Meeting No. 127

MB reviewed meetings with PO led groups to discuss the proposals identified under a number of themes, relating to the Department's contribution to the economic recovery and discussed next steps. MB agreed to develop a paper on follow up actions which will be circulated to Principal officers for discussion at the Senior Management Forum on the 9th June.

William Parnell, updated the group on agenda for the Senior Officials Group meeting on economic recovery which is scheduled for the 2th June, 2020.

MB discussed planned meeting with the CCMA - Economic, Enterprise, Community & Culture Committee (EECC) on the 5th June, 2020 and agreed proposed agenda items relating to Covid-19 response and roadmap.

Corporate Support Unit and HR unit continue to engage on development of DRCD Roadmap and email will issue to all staff on this matter.

5.2 BREXIT

MB noted DRCD preparations for the next phase of Brexit.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the Civil Service Employee Engagement Survey (CSEES), the staff engagement forum on the 9th June and Departmental Council on the 10th June, updated guidance relating to COVID-19 working arrangements, staff social event and temporary assignments in the public service during COVID-19.

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 will meet again on the 3rd May.

7.4 SOG'S / CABINET COMMITTEES

Department of Rural and Community Development
Management Board Meeting No. 127

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 8/06/2020

ATTENDANCE:

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

Apologies: Bairbre NicAongusa - Assistant Secretary

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 OR DECISION

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

- MB discussed and noted the Report on Economic Considerations for Reinstating Economic Activity and the Report on Social Implications of COVID-19 in Ireland.
- MB noted and discussed the implications for stakeholders of the implementation of phase 2 of the Roadmap for Reopening Society and Business. MB noted that PO's continue to engage with stakeholders on their plans for implementation of the Roadmap, which will be supported by the National Return to Work Protocol.
- Corporate Support Unit and HR unit continue to engage on development of DRCD Roadmap and an email was issued to all staff on the 4th of June.
- MB discussed the paper on follow up actions to the meetings with PO led groups on proposals identified under a number of themes, relating to the Department's

contribution to the economic recovery. The MB paper with proposed next steps will be circulated for consideration at Senior Management Forum on the 9th June.

- MB noted progress on processing of applications under the Stability Fund.

5.2 BREXIT

MB noted DRCD preparations for the next phase of Brexit.

5.3 TOWN CENTRE LIVING INITIATIVE

JP Mulherin updated the MB on the Synthesis Report on the Town Centre Living Initiative which had been prepared independently for the Department. MB noted that WP and JP will draft a cover note for Minister Ring and schedule a briefing session with the Minister to discuss the report and agree to its publication.

It was agreed that, prior to publication, the report should be shared for information with the interdepartmental Steering Group established to oversee the Town Centre Living Initiative.

It was also suggested that following the publication of the report, an Interdepartmental Group to be chaired by DRCD should be convened to consider the suggested actions in the report and engage in a wider stakeholder consultation, with a view to bringing a set of proposals to Government in due course.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

6.2 HR UPDATE

The HR Update was discussed and noted.

6.3 Finance Report

The Finance Report was discussed and noted.

6.4 FOI Report

The FOI Report was noted.

6.5 Ministerial Representations Report

The Ministerial Representations Report was noted.

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 will meet again on the 9th June.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MB approved the recommendation by the tender evaluation panel in relation to the contract for the review of the delivery, funding and strategic development of the walks scheme.

MANAGEMENT BOARD MINUTES 16/06/2020

ATTENDANCE:

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

Eddie Forsyth, Principal Officer, Rural Fund and Corporate Support Unit (by remote link) and Mark Ryan, Assistant Principal Officer, Rural Fund and Corporate Support Unit (by remote link) attended for 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 OR DECISION

4.1 DRCD COMMUNICATIONS STRATEGY 2020-2022

MB approved the DRCD Communications Strategy 2020- 2022 (with minor amendments) and noted that strategy will be shared and communicated with staff and will be uploaded on the Department’s intranet. MB noted that there will be continued engagement with stakeholders and periodic reviews of the strategy.

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

- Bairbre NiAongusa provided an update to MB on the Stability Fund application process.

- MB noted that PO's continue to engage with stakeholders on their plans for implementation of the Roadmap, which will be supported by the National Return to Work Protocol. MB also noted PO led liaison with representative organisations in order to develop a set of high level guidance on the steps required to comply with the return to work protocol. MB noted that stakeholders are responsible for their own COVID-19 response plans and COVID-19 risk assessments.
- Bairbre NicAongusa updated MB on the Community Call Initiative. MB noted that NESC are carrying out a review of the Government's response to COVID-19 and that the proposal for the review of the Community Call Initiative will take account of this.

5.2 BREXIT

MB noted DRCD preparations for the next phase of Brexit.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the, the DRCD Roadmap, the Health and Safety Committee meeting on the 16 June, the Dáil vote on DRCD REV 2020 allocations on 29th June, the Organisational Capacity Review, Ministerial brief, the RRDF Project Advisory Board meeting on the 17th June, the Charities Regulator, Water Safety Ireland and meeting with Comahirle na Tuaithe on the 11th 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 that Dáil Éireann will meet again on the 16th June.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Department of Rural and Community Development
Management Board Meeting No. 129

MB discussed the Programme for Government briefings to members of 33rd Dáil - discussions on formation of a Government.

MANAGEMENT BOARD MINUTES 22/06/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General; Sheenagh Rooney - Assistant Secretary (by remote link), William Parnell – Assistant Secretary (by remote link) and Bairbre NicAongusa - 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 OR DECISION

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

- Bairbre NiAongusa provided an update to MB on the Stability Fund. It was noted that it was hoped to make an announcement of initial grants later this week.

MB noted Government decision on the alignment of the remaining phases 3-5 of the Roadmap for Reopening Business and Society into two phases (pending health (disease data), economic and social reports) and the implications on the overall pace of the reopening. MB noted that PO's will continue to consult with stakeholders in relation to compliance with the Roadmap.

5.2 BREXIT

MB noted DRCD preparations for the next phase of Brexit.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the, the DRCD Town Hall on 25th June, RRDF, Broadband Connection Points (BCP) initiative, Town and Village Living Initiative, CEP, meeting with Economic, Enterprise, Community & Culture Committee (EECC) on the 24th 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 that Dáil Éireann will meet again on the 23th June.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MB discussed and noted the draft DRCD Organisational Capacity Review.

MB approved the Revised Estimates 2020– Vote 42 (Department of Rural and Community Development) for submission to DPER and presentation to Dáil Éireann.

MANAGEMENT BOARD MINUTES 29/06/2020

ATTENDANCE:

Chair – Kevin McCarthy - Secretary General; Sheenagh Rooney - Assistant Secretary, William Parnell – Assistant Secretary (by remote link) and Bairbre NicAongusa - 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 OR DECISION

5. PRIORITY ISSUES FOR DISCUSSION

5.1 COVID-19 VIRUS

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

- MB noted ongoing PO consultation with stakeholders in relation to compliance with the Roadmap. The finalisation and publication on Pobal's website of high level guidance for community and voluntary organisations was noted.
- The Board discussed follow-up to the Government's commitment to match donations made to RTÉ Does Comic Relief, 26th June, 2020 (in conjunction with Community Foundation Ireland) up to the value of €3m from the Departments vote. Arrangements to be made with Community Foundation of Ireland for appropriate oversight.

- MB discussed potential DRCD input to the commitment in the Programme for Government – Our Shared Future to develop a July Jobs Initiative, centred on a Recovery Fund, which is aimed at a sustainable economic recovery, investment and job creation, delivering balanced regional development, preparing for a digital future and decarbonising the economy.

5.2 BREXIT

MB noted DRCD preparations for the next phase of Brexit.

5.3 FORMATION OF GOVERNMENT AND APPOINTMENT OF NEW MINISTER

Following the weekend election of a new Taoiseach and the appointment of new Ministers, MB reviewed planned arrangements for briefing the new Minister, Heather Humphreys T.D., later in the day. The assignment of new functions in respect of Islands to DRCD was noted and discussed.

It was noted that Minister Humphreys has been assigned Ministerial responsibility for both the Department of Social Protection and the Department of Rural and Community Development. Both Departments will continue to operate as stand-alone Departments and the need for appropriate arrangements between the Departments for the co-ordination of support to the Minister was discussed.

It was noted that new Minister of State appointments were also expected this week.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the, high level guidance principles (website), DPER Guidance on working from home, DRCD Roadmap, the Dáil vote on DRCD REV 2020 allocations, link on Departments website to the Information and Resources for the Community and Voluntary Sector on Reopening and the SICAP meeting with DoJE, CWI and ILDN re community engagement - Direct Provision Centres.

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. 131

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted that Dáil Éireann will meet again on the 30th June.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB