

MANAGEMENT BOARD MINUTES 6/07/2020

ATTENDANCE:

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

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit (by remote link) and David O'Connor, Assistant Principal Officer, Finance and Evaluation 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

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. The first tranche of funding was announced on Friday 26 June last, with 179 organisations being awarded €10.5 million in funding and decisions on further tranches are being now being considered.
- Bairbre NicAongusa updated the group on Innovate Together Fund. MB noted that the first round of funding under this fund is closed and applications are being assessed and the the Advisory Board will meet on the 8th July. The second call under the Fund will be opened on 22 July.

5.2 BREXIT

MB noted DRCD preparations for the next phase of Brexit.

5.3 APPOINTMENT OF MINISTER OF STATE

MB noted the appointment on the 1 July of Ministers of State and the formal reconfiguration of Departments.

It was noted that Minister Joe O'Brien was assigned responsibility for Community Development and Charities. MB reviewed planned briefing for the new Minister of State, which was scheduled for the 7th July and noted briefing sessions will be scheduled for the Minister with all Principal Officers.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the, transfer of functions (Islands), SOG Economic Recovery on the 3rd July and the DRCD Roadmap.

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)

Department of Rural and Community Development
Management Board Meeting No. 132

MB noted that Dáil Éireann will meet again on the 7th July.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 13/07/2020

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).

Gareth Makim, Assistant Principal Officer, Corporate Policy and Strategic Support, attended for agenda item 5.3 (by remote link)

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit and Brendan Mahon, Assistant Principal Officer, Finance and Evaluation Unit attended for agenda item no. 5.4

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 OR DECISION

5. PRIORITY ISSUES FOR DISCUSSION

5.1 BREXIT

MB noted DRCD preparation for the next phase of Brexit.

5.2 COVID-19

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

MB noted status of the Department's input to the proposed July stimulus package.

5.3 DRCD RISK REGISTER

Gareth Makim presented a paper to MB on a number of additional inputs and amendments to the DRCD Risk Register. MB discussed the proposed amendments to the DRCD Risk Register and it was agreed that suggested changes be incorporated into the documents to be considered by the risk committee on the 20th July.

5.4 BUDGET 2021

MB discussed proposed timelines for the advance preparation of material for submission to DPER of DRCD prioritised proposals for Budget 2021.

MB agreed that Assistant Secretaries will, in the context of parameters set out beneath, consult with Heads of Business Units regarding DRCD's 2021 Budget submission.

The submission will be considered by MB on the 23 July. Prioritised proposals as agreed by MB, will then be submitted for consideration of Ministers.

Once agreed at political level, the submission will be forwarded to DPER to form part of the estimates negotiations.

Parameters

- Any efficiencies and/or reprioritisation within existing resources
- Additional funding requirements under "no policy change" scenario
- Other additional funding requirements based on policy priorities – restricted to current funding requests in 2019 in recognition of capital ceilings.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, including the, Charities (Amendment) Bill 2020 and the Indecon Review of the Community Services Programme, Organisational Capability Review, Senior Management Forum meeting on the 13th July and the Health and Safety meeting on the 17th July.

6.2 FOI REPORT

MB noted the FOI Report

6.3 PARLIAMENTARY REPRESENTATIONS

MB noted the report on Parliamentary Representations.

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 July.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 20/07/2020

ATTENDANCE:

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

Apologies Sheenagh Rooney - Assistant Secretary,

Eddie Forsyth, Principal Officer Rural Fund and Corporate Support, (by remote link), attended for agenda item 4.1

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit (by remote link) and Jason Cleary, Assistant Principal Officer, Finance and Evaluation Unit (by remote link), Sean Duffy, Administrative Officer (by remote link), attended for agenda item no. 5.3.

David Dalton, Principal Officer, Inspection and Compliance Unit (by remote link), John Corr, Assistant Principal Officer (by remote link) and Gobhnait Swift, Administrative Officer (by remote link) Inspection and Compliance Unit, 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

4. MATTERS OR DECISION

4.1 COVID-19 RESPONSE PLAN

MB discussed the draft COVID-19 Response Plan and suggested some amendments to document. MB noted that a Health and Safety Consultant will carry out a risk assessment this week. The COVID-19 Response Plan will be circulated to PO's and the Health and Safety Committee will be updated on preparations to implement the plan in August.

DRCD will continue to engage with the Department of Housing in relation to the common areas in the Ballina Offices.

5. PRIORITY ISSUES FOR DISCUSSION

5.1 BREXIT

MB noted DRCD preparation for the next phase of Brexit.

5.2 COVID-19

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

MB noted status of the Department's input to the proposed July stimulus package:

- €10 million - Town and Village Renewal Programme: and
- €5 million - Improvements to Community Centres.

Bairbre NicAongusa updated the MB on the Stability Fund. MB noted that the tranche of COVID-19 Stability Fund is being finalised and an announcement by DRCD and DCYA is expected in the coming days.

5.3 PRESENTATION TO MB ON ASSESSMENT OF DEPARTMENT DATA AND GEOMAPPING

MB discussed the findings of the assessment of the Department's programme data holdings and agreed the following matters:

- The Finance and Evaluation Unit will discuss the findings of the assessment of Department programme data with the DRCD unit responsible for IT Strategy, Business Process Innovation
- MB noted that a discussion of data identifiers will be an agenda item for discussion at next evaluation sub-group meeting
- The Finance and Evaluation Unit will subsequently promote the collection of data identifiers through written communication and discussion with Department units (POs/APs) in order to ensure inclusion in future rounds of programmes/schemes, as appropriate.
- The Finance and Evaluation will undertake initial geomapping projects (storymaps) on SICAP and RRDF.
- The Finance and Evaluation Unit will then share learnings with staff on how to use ArcGIS for geomapping. The intention is that consideration will be given to an approach for wider use of geomapping software (ArcGIS) in the Department e.g. units / divisions responsibility for their own needs.
- MB noted the findings of the assessment of the Department programme data holdings, the potential of geomapping Department data through ArcGIS, the need for data identifiers in Department data, and the intention to set up a specific section for research and evaluation outputs on the Department's external website.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, the Town Hall on the DRCD Organisational Capability Review on the 23rd July, submission to DPER of DRCD prioritised proposals for Budget 2021.

6.2 UPDATE ON INSPECTION SERVICES

David Dalton, John Corr and Gobhnait Swift provided an update on the inspection and compliance service.

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 21st July.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Next meeting of MB to be scheduled for the 18th August.

MANAGEMENT BOARD MINUTES 18/08/2020

ATTENDANCE:

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

Apologies - Sheenagh Rooney - Assistant Secretary

Secretariat – Maura Lynskey (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved subject to amendment of date.

3. MATTERS ARISING

The end of July position in the Finance Update was noted by the Management Board.

4. MATTERS FOR DECISION

5. PRIORITY ISSUES FOR DISCUSSION

5.1 BREXIT

MB noted DRCD preparation for the next phase of Brexit.

5.2 COVID-19

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

- A Cabinet Meeting due to take place at lunchtime today at short notice.
- Bairbre Nic Aongusa updated the MB on the Stability Fund. MB noted that the second tranche of COVID-19 Stability Fund was announced by DRCD and DCYA at the end of July.

- Bairbre Nic Aongusa also updated the MB on Innovate Together Initiative.
- MB noted that the COVID-19 Response Plan had now issued to all staff.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, appointment of new PO to LEADER Unit, necessary revision of upcoming Rural Policy in light of Covid-19. The Ministerial Transfer of Functions Orders will come before Government in September. The ongoing progress of the joint working group to oversee the transfer of functions in relation to the Islands was noted.

A European Commission call for proposals for a National Competence Centre for Social Innovation is being led by the Department of Education, as the ESF Managing Authority, in liaison with this Department. It was noted that the DRCD officials involved would be Andrew Forde and Ciara Bates.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted that the date of the Budget will be 13th October.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

Next meeting of MB to be scheduled for the 24th August.

MANAGEMENT BOARD MINUTES 24/08/2020

ATTENDANCE:

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

Apologies - Sheenagh Rooney - Assistant Secretary

Andrew Forde, Principal Officer, Rural Strategy and Enterprise Unit and Aisling Penrose, Assistance Principal Officer, Rural Strategy and Enterprise Unit attended (by remote link) for item no. 6.1

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved subject minor amendments.

3. MATTERS ARISING

4. MATTERS FOR DECISION

5. PRIORITY ISSUES FOR DISCUSSION

5.1 BREXIT

MB noted DRCD preparation for the next phase of Brexit.

5.2 COVID-19

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

- MB noted that the latest Guidance and FAQs for Public Service Employers during COVID-19 on working arrangements and temporary assignments in the public service, dated 21st August 2020, has been circulated to all staff and uploaded on to the Department's Intranet.

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- MB noted DRCD will provide input to the cabinet committee on economic recovery and investment into the development of the Recovery Framework for further actions up to mid- 2021, as relating to the economic recovery and transition goals, set out in the Programme for Government.
- Community Call Initiative: DRCD will liaise with the Department of Housing on proposed follow-up discussions with local authorities in relation to the community call initiative.
- Bairbre Nic Aongusa updated the MB on the Stability Fund.
- Bairbre Nic Aongusa also updated the MB on Innovate Together Initiative.

6. MATTERS FOR INFORMATION

6.1 UPDATE ON THE RURAL DEVELOPMENT POLICY 2020+

Andrew Forde and Aisling Penrose provided a verbal update on the development of the Rural Development Policy 2020+. MB noted that the division have engaged with stakeholders through the mechanism of a number of focus groups and bilateral meetings, in order to reflect Covid learnings and are reviewing and updating the previous draft of the policy in line with the changed circumstances and programme for government 2020 commitments.

MB noted that a revised draft of the policy will be circulated to MB members before the end of the week for any inputs ahead of engagement with the Minister on an updated draft. MB also noted plans for a stakeholder consultation webinar, hosted by the Minister, on 10 September.

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, meeting with DPER in relation to public service data, meeting with ILDN on the 25th August, preparation of material for submission to DPER of DRCD prioritised proposals for Budget 2021.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

7.2 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

MB noted current Government Business.

7.3 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

MB noted that the Dáil will now resume on 1st September.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 31/08/2020

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).

Gareth Makim, Principal Officer, Corporate Policy and Strategic Support, attended (by remote link) for items no. 4.2 and 4.3

Secretariat – Lynda Crawford (by remote link)

1. STATEMENT OF INTEREST

No conflicts.

2. PREVIOUS MINUTES

Minutes of the previous meeting were approved subject minor amendments.

3. MATTERS ARISING

4. MATTERS FOR DECISION

4.1 PUBLIC PARTICIPATION NETWORKS STRUCTURAL REVIEW

MB approval granted for the Department to seek tenders for a review of the Public Participation Networks.

4.2 DATA PROTECTION POLICY

MB approved the DRCD Data Protection Policy 2020 and accompanying Privacy Statement. MB noted that both of these documents will be uploaded to the Intranet and to Gov.ie.

The Corporate Policy and Strategic Support Unit will arrange for the provision of training (by remote access) to staff in order to enable greater understanding and adherence of the Data Protection Policy. The Corporate Policy and Strategic Support Unit will liaise with the Islands Division in DCHG and will keep MB informed on the current status of uptake of training by staff.

4.3 DRCD RECORDS MANAGEMENT POLICY

MB approved the DRCD Records Management Policy and noted that the document will be published on the Departments intranet and refresher training (by remote access) will be provided to staff on edocs.

5. PRIORITY ISSUES FOR DISCUSSION

5.1 BREXIT

MB noted DRCD preparation for the next phase of Brexit.

5.2 COVID-19

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

- Bairbre Nic Aongusa updated the MB on the Stability Fund.
- Bairbre Nic Aongusa also updated the MB on Innovate Together Initiative.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, DRCD Steering Group on COVID-19 meeting on the 1st September, DRCD Staff Survey, Rural Policy 2020+, launch of ESRI Report on Evaluation of SICAP on the 2nd September, Indecon Report on the Community Services Programme, meeting of the steering committee on the joint research agreement between the Department of Rural and Community Development (DRCD) and the Economic and Social Research Institute (ESRI) on the 3rd September, meeting on the 9th in relation to Departmental transfer of functions for islands, Departmental Council on the 10th September, issue 10 of the DRCD Newsletter, Communications Strategy (Video content), meeting on the 2nd September of the Digital Leaders CSMB sub-group and the SOG on Economic Recovery and Investment.

6.2 FOI REPORT

MB noted the FOI Report.

6.3 PARLIAMNTARY REPRESENTATIONS

MB noted the report on Parliamentary Representations.

7. STANDING ITEMS

7.1 MINISTERIAL AND MANAGEMENT BOARD DIARIES

Department of Rural and Community Development
Management Board Meeting No. 137

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 Oireachas schedule for the forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 7/09/2020

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).

Gareth Makim, Principal Officer, Corporate Policy and Strategic Support, attended (by remote link) for item no. 4.2 and 4.3

Ken Jordan, Principal Officer, Finance and Evaluation Unit and David O'Connor, Assistant Principal Officer, Finance and Evaluation Unit attended for item no.

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. PRIORITY ISSUES FOR DISCUSSION

5.1 DRCD STATEMENT OF STRATEGY 2021-2023 INITIAL PLANNING DOCUMENT

Gareth Makim and Clodagh McDonnell provided an overview of the proposed process for the development of the DRCD Statement of Strategy 2021-2023. MB noted the need to reflect the commitments in the programme for Government and implications of the transfer of functions for the 33rd Dáil.

MB approved the process and proposed timeline for delivery of DRCD Statement of Strategy 2021- 2023.

MB note the Corporate Policy and Strategic Support will be develop a programme plan and commence the external consultation and staff consultation. The development of the strategy will be considered at MB meeting on the 11th September and at the Senior Management Forum on the 23rd September.

Department of Rural and Community Development
Management Board Meeting No. 138

MB noted that the DRCD Statement of Strategy 2021-2023, as approved by Minister Humphreys, will be required to be submitted to Government by the week beginning the 7th December.

5.25.1 BREXIT

MB noted DRCD preparation for the next phase of Brexit.

5.2 COVID-19

COVID-19

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

- MB noted DRCD has provided the Department of the Taoiseach with input to the Cabinet Committee on Economic Recovery and Investment into the development of the Economic Recovery Plan as set out in the Programme for Government. MB discussed the Department's potential role in the development of local short term actions, to aid economic recovery and community resilience, as part of the local economic and community planning process.
- Bairbre Nic Aongusa updated the MB on the Stability Fund.
- Bairbre Nic Aongusa also updated the MB on Innovate Together Initiative.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, GIS guidance on events to be circulated to MB and Principal Officers, MOU with DCHG on the transfer of functions for the Islands Function, Transfer of Functions Order 33rd Dáil and Delegation of Functions Order for Minister O'Brien, SPS webinar on the 18th September, Audit Committee information on remote access administration agreements, PO Thematic papers to be considered at Senior Management Forum meeting on the 23 September, provisional date for next DRCD Internal Steering Group on the 10th September, Meeting with DPER on Data on the Non for Profit Sector on the 7th September, NESC Report on the Community Initiative, Town and Village Renewal Scheme, DRCD Oral PQ session on the 17th September, Ministerial Management Board meeting on the 16th September, online Ministerial stakeholder engagement .event on the Rural Policy 2020+ on the 24th September.

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 the Oireachas schedule for the forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 14/09/2020

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).

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

Finola Moylette Principal Officer, Libraries Development and Community Policy Unit (by remote link) and Rosie Smyth, Higher Executive Officer, Libraries Development and Community Policy Unit (by remote link), Deirdre Maloney, Assistant Principal Officer, Libraries Development and Community Unit (by remote link), attended for agenda item no. 5.1

Ken Jordan, Principal Officer, Finance and Evaluation Unit, (by remote link) and Brendan Mahon, Assistant Principal Officer, Finance and Evaluation Unit, (by remote link) attended for item no. 5.2

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 FOR DECISION

4.1 REQUEST FOR APPROVAL – ZOOM VIDEO CONFERENCING PLATFORM

MB agreed the Rural Fund and Corporate Support Unit's proposal in relation to providing access to the Zoom video-conferencing platform. The Unit will now request OGCI to unlock access to the Zoom platform, through the browser only option.

MB noted that each division currently has access to a WebEx licence, allowing large scale or external meetings to be setup and conducted on that platform. MB noted that it is understood that following completion of testing, OGCI will rollout WebEx to its clients at the end September/beginning Oct. Every unit in the Department will have access to a WebEx licence once that process is complete. Normal everyday calls and internal meetings will still take place via Skype.

5. PRIORITY ISSUES FOR DISCUSSION

5.1 REVIEW OF THE COMMUNITY SERVICES PROGRAMME

Deirdre Maloney, Rosie Smyth and Finola Moylette provided an update of the Indecon Review of the Community Services Programme and presented an outline implementation plan for advancing the agreed recommendations.

MB agreed that the Libraries Development and Community Policy Unit will prepare a submission on the Indecon Review of the Community Services Programme and proposed implementation plans to Minister Humphreys and Minister of State O'Brien.

MB noted that subject to MB and Ministerial approval, the report will be published alongside the implementation plan and then the unit will reconvene the advisory group.

5.2 CORRESPONDENCE TO DPER OF REQUESTED DRCD PROPOSALS FOR BUDGET 2021

MB discussed and agreed the proposed correspondence to be issued to DPER, on the requested further prioritisation of DRCD proposals for Budget 2021.

5.3 BREXIT

MB noted DRCD preparation for the next phase of Brexit.

5.4 COVID-19

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

- MB noted that the medium-term plan Resilience & Recovery 2020-2021 – Plan for Living with COVID-19, which will contain a Framework for Restrictive Measures, will be considered by cabinet on the 16th Sept. MB noted that Principal Officers have been requested to review the Framework and determine the implications for services provided by the Department and agencies under remit of the Dept.
- Bairbre Nic Aongusa updated the MB on the Stability Fund.
- Bairbre Nic Aongusa also updated the MB on Innovate Together Initiative.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, MOU with DCHG on the transfer of functions for the Islands Function, Transfer of Functions Order 33rd Dáil and Delegation of Functions Order for Minister O'Brien, , DRCD Oral PQ session on the 17th September, Ministerial Management Board meeting on the 16th September, Senior Management Forum on the 23rd Sept, Risk Committee meeting on the 25th Sept, meeting with Comhairle na Tuaithe,

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online Ministerial stakeholder engagement event on the Rural Policy 2020+ on the 24th September.

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 Oireachas schedule for the forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 21/09/2020

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).

Secretariat – Lynda Crawford (Trinity Point)

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 DRCD preparation for the next phase of Brexit.

5.2 COVID-19

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

- MB noted that the Resilience & Recovery 2020-2021 – Plan for Living with COVID-19 (which includes the Framework for Restrictive Measures on Response to COVID-19) was agreed by Cabinet on the 15th September. MB noted that Principal Officers were requested to review the published Framework and determine the implications for services provided by the Department and agencies under remit of the Dept.
- Bairbre Nic Aongusa updated the MB on the Stability Fund.
- Bairbre Nic Aongusa also updated the MB on Innovate Together Initiative.
- MB noted that the Department is engaging with the CCMA, in relation to the Department's role in the development of local actions, to aid economic recovery and community resilience, as part of the local economic and community planning process.
- MB noted that DRCD has provided an update on DRCD measures under the July Stimulus Plan, to the Cabinet Committee on Economic Recovery and Investment.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, MOU with DCHG on the transfer of functions for the Islands Function, Transfer of Functions Order 33rd Dáil and Delegation of Functions Order for Minister O'Brien, , Senior Management Forum on the 23rd Sept, Risk Committee meeting on the 25th Sept, online Ministerial stakeholder engagement event on the Rural Policy 2020+ on the 24th September, Civil Service Employee Engagement Survey, NDP 2030 (Submission from Depts in 2020 QTR 4 or 2021 QTR 1), updated Guidance and FAQs on working arrangements and temporary assignments for the public service (to be provided by DPER).

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 Oireachas schedule for the forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 28/09/2020

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).

Ciara Bates, Principal Officer, Community and Voluntary Supports and Programmes Unit; Kevin Power, Assistant Principal Officer, Community and Voluntary Supports and Programmes Unit and Niamh Hoey, Administrative officer, Community and Voluntary Supports and Programmes Unit (by remote link) attended for agenda item no. 5.3

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

Secretariat – Lynda Crawford (Trinity Point)

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 DRCD preparation for the next phase of Brexit.

5.2 COVID-19

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

- MB noted update on request to Principal Officers to review all contingency plans in light of the Government's Resilience and Recovery Plan and determine the implications for services provided by the Department and agencies under remit of the Dept. Corporate

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Policy and Strategic Support has circulated a template for input by divisions on the current status of all sectors under each level in the Plan.

- MB noted that the Community Development Unit will prepare a note for Minister Humphreys on the actions assigned to DRCD in the Resilience and Recovery plan, including plans for delivering on these.
- MB noted that DRCD will be represented at the Senior Officials Group to Cabinet Committee on Ireland's Covid-19 response, on the 28th September.

5.3 UPDATE ON CHARITIES (AMENDMENT) BILL

Ciara Bates presented a paper on issues for consideration in preparing a draft memorandum for Government and the General Scheme of the Charities (Amendment) Bill 2020, to consolidate the regulation of the Charities Act.

It was noted that specific issues in relation to proposed requirements on Trustees and the treatment of schools within the proposed Heads would need to be considered. In relation to the status of schools within the legislation, this is under discussion with the Department of Education and Skills and the unit will seek to agree relevant text with that Department prior to the memorandum being finalised. The Community and Voluntary Supports and Programmes Unit will finalise a draft memorandum for Government and arrange for a briefing to be provided to Minister Humphreys and Minister O'Brien.

It was noted that representations have recently been made in respect of including the 'advancement of Human Rights' as a charitable purpose under the Act and these will be considered separately.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, Delegation of Functions Order for Minister O'Brien, Civil Service Employee Engagement Survey, EECC CCMA meeting with DRCD MB on the 30th September, Minister Humphreys meeting with the Chief Executives of the Local Authorities on the 29th September, SOG on Environment and Climate Change on the 1st October, Cabinet Committee on the Environment and Climate Change on the 5th October, Social Enterprise Implementation Group meeting on the 30th September, meeting of the National Volunteering Strategy National Advisory Group on the 30th September.

6.2 UPDATES BROADBAND CONNECTION POINT INITIATIVE AND REMOTE WORKING FACILITIES

Stjohn O'Connor gave a presentation to MB on the possibilities for the development of a single national network of remote working hubs, the benefits of GIS mapping and updates on the

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Atlantic Economic Corridor Enterprise Hubs Project and the Broadband Connection Point Initiative.

MB noted the progress achieved to date and the intention for the Department and the WDC to take the lead role in developing a cohesive approach to the mapping, classification and consideration of the on-going sustainability of remote working facilities across the country.

The outcome of a recent meeting with the Departments of Business, Enterprise and Innovation, Environment, Climate and Communications, and Culture Heritage and the Gaeltacht was noted in this regard. The MB noted that DRCD will chair an Inter-Departmental Group to progress the issue of developing a cohesive national approach to remote working.

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 Oireachas schedule for the forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 5/10/2020

ATTENDANCE:

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

Ken Jordan, Principal Officer, Finance and Evaluation Unit (Trinity Point), David O'Connor, Assistant Principal Officer, Finance and Evaluation Unit (by remote link) and Stephen Brady, Assistant Principal Officer, Finance and Evaluation Unit (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

4.1 CONTRACT FOR A FERRY SERVICE BETWEEN INIS BIGIL ISLAND AND THE MAINLAND IN CO MAYO

Management Board approval was granted for the award of a 5-year contract for a ferry service between Inis Bigil island and the mainland in Co. Mayo, which also includes the provision of a bus service on the mainland to Ballycroy, to Mayo Community Transport (MCT).

MB agreed that the Islands division will be asked to notify the Finance Officer of cost changes on all renewed transport contracts prior to seeking formal MB approval.

5. MATTERS FOR DISCUSSION

5.1 Brexit

MB noted DRCD preparation for the next phase of Brexit.

5.2 COVID-19

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

- MB will review the input provided by Principal Officers into the template (as circulated by coordination), on the current status of all sectors, under each level of the Resilience and Recovery 2020-2021: Plan for Living with COVID-19.
- Bairbre Nic Aongusa provided an update on the Stability Fund.
- MB noted that the Audit Committee will be provided with information, at its meeting on the 6th November, on the impact of COVID-19 on DRCD work programmes.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

- MB members provided updates on a number of ongoing items in their areas, including preparations for the Ministerial bilateral on Budget 2021, future provision of data on the Non-Profit Sector, meeting on the 6 November re. Volunteer Reserve Corps, Broadband Connection Point initiative, Town and Village Renewal Scheme – Accelerated Measures, DAF Social Enterprise Measure, interdepartmental group on the development of a single national network of remote working hubs, RRDF, and the Civil Service Employee Engagement Survey.

FOI REPORT

MB noted the FOI Report.

FINANCE REPORT

MB discussed and noted the Finance Report.

PARLIAMENTARY REPRESENTATIONS REPORT

MB 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 forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 12/10/2020

ATTENDANCE:

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

Clodagh McDonnell, Principal Officer, Corporate Policy and Strategic Support (by remote link) and Gareth Makim, Assistant Principal Officer, Corporate Policy and Strategic Support (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 approved.

3. MATTERS ARISING

4. MATTERS FOR DECISION

4.1 DRCD POLICY ON CORPORATE COORDINATION OF REQUEST

MB approved the DRCD Policy on Corporate coordination of requests, with minor amendments. Corporate Policy and Strategic Support Unit will recirculate the amended policy to MB and circulate to all DRCD staff.

5. MATTERS FOR DISCUSSION

5.1 Brexit

MB noted DRCD preparation for the next phase of Brexit.

5.2 COVID-19

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

- MB noted PO's continue to keep under review all contingency plans in light of Government decision of the 5th October to apply Level 3 of the Framework nationally.

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- MB noted the updated position in relation to plans for implementation of initiatives involving DRCD as part of the Government's Plan for living with Covid-19, including the Community Call, local recovery and sustainability plans, community wellbeing activities and establishment of 'volunteer reserve corps'.

5.1 BUDGET 2021

MB noted the final position on the outcome of the bilateral discussions on Budget 2021 and discussed arrangements in relation to Budget announcement and press briefings.

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 Select Committee on Social Protection, Community and Rural Development and the Islands - 2020 Revised Estimates for Public Services on the 14th October, DRCD input to the review of the National Development Plan, Town Centre Renewal, Rural Policy 2020+, Ministerial Management Board meeting on the 15th October, planned inter-departmental meeting in relation to remote working hubs, COVID-19 Response Management meeting on the 15th October.

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 forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 19/10/2020

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).

Andrew Forde, Principal Officer, Rural Strategy and Social Enterprise Unit (by remote link) and Richard Gavin, Assistant Principal Officer, Rural Strategy and Social Enterprise Unit (by remote link), attended for agenda item no. 5.3.

Ciara Bates, Principal Officer, Community and Voluntary Supports and Programmes (by remote link), Deirdre Kearney, Assistant Principal Officer, Community and Voluntary Supports and Programmes (by remote link), Niamh Hoey, Administrative Officer, Community and Voluntary Supports and Programmes (by remote link), Jennifer Kelly, Higher Executive Officer, Community and Voluntary Supports and Programmes (by remote link), attended for agenda item no. 5.4

Kenneth Jordan Principal Officer, Finance and Evaluation Unit (by remote link), Stephen Brady, Assistant Principal Officer, Finance and Evaluation Unit (by remote link), attended for agenda item 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 Brexit

MB noted DRCD preparation for the next phase of Brexit.

5.2 COVID-19

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

- That the Department's COVID-19 Response Management Group is continuing to meet regularly and POs continue to keep under review all contingency plans in light of Government decision of the 5th October to apply Level 3 of the Framework nationally.
- The updated position in relation to plans for implementation of initiatives involving DRCD as part of the Government's Plan for living with Covid-19, including the Community Call, local recovery and sustainability plans, community wellbeing activities and establishment of 'volunteer reserve corps'.
- Update on Stability Fund by Bairbre NicAongusa.

5.3 SOCIAL ENTERPRISE POLICY – ONE YEAR ON

Richard Gavin and Andrew Forde updated MB on the implementation of the Social Enterprise Policy. MB noted the successful implementation of the policy to date and plans to progress further elements of the policy over the coming months.

5.4 DRAFT NATIONAL VOLUNTEERING STRATEGY

Niamh Hoey gave a presentation on the process of developing the draft national volunteering policy, summary of key actions and the proposed implementation plan.

Ciara Bates and Deirdre Kearney provided information on the draft policy as agreed by the advisory group.

MB approved the draft strategy, with minor amendments and noted that the unit will submit the draft policy for approval to Minister of State Joe O'Brien. MB noted the draft policy will also be submitted to Minister Humphreys and briefing will be provided.

The draft policy as approved by Minister O'Brien will be circulated to the senior officials group of the Cabinet Committee on Social Affairs and Equality and a Government Memorandum for approval by cabinet will be drafted and submitted for Ministerial approval.

5.5 PROPOSED DRCD MEASURES UNDER 2021 DAF ACTION PLAN

MB approved the DRCD Dormant Account Fund measures and noted the measures will be submitted to Minister of State O'Brien, for approval.

MB noted that the final 2021 Dormant Account Fund Action Plan will be submitted to Minister O'Brien for approval following the DAF Interdepartmental meeting on Friday 23rd October, when the required inputs from other Departments on their prioritisation following Budget 2021 will be finalised.

MB noted that the Finance and Evaluation Unit will also submit the DAF 2021 Plan to Minister Humphreys for information and briefing will be provided, prior to the submission of a Government Memorandum to be noted by Government.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

- MB members provided updates on a number of ongoing items in their areas, Rural Policy 2020+, staff update week commencing 19th October, meeting of the ESCF Consortium & Advisory Group on the 30th October, upcoming North-South Ministerial Council and a separate planned bilateral engagement with the NI Minister for Agriculture, Environment and Rural Affairs, Social Inclusion – planned joint social inclusion forum event and interdepartmental group meeting on social inclusion roadmap.

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 forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 28/10/2020

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).

Clodagh McDonnell, Principal Officer, Corporate Policy Strategic Support and HR unit attended (by remote link) for agenda item no. 4.1.

David Dalton, Principal Officer, Inspection and Compliance Unit (by remote link), John Corr, Assistant Principal Officer (by remote link) and Ken Lane (by remote link) Inspection and Compliance Unit, attended for agenda item no. 6.2.

Paul Geraghty, Principal Officer, Social Inclusion and Communities 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

4.1 MEMORANDUM OF UNDERSTANDING BETWEEN DEPARTMENT OF RURAL AND COMMUNITY DEVELOPMENT AND DEPARTMENT OF TOURISM, CULTURE, Arts, GAELTACH, SPORT AND MEDIA

MB approved the text of the memorandum between Department of Rural and Community Development and the Department of Tourism, Culture, Arts Gaeltacht, Sport and Media, subject to minor amendments being made and follow-up on the question of the appropriate signatories to the Joint Controller Agreement.

Corporate Policy Strategic Support Unit will circulate the amended MOU to MB for information.

MB noted the Memorandum was approved by the MB of DTCAGSM on the 27th October.

5. MATTERS FOR DISCUSSION

5.1 BREXIT

MB noted DRCD preparation for the next phase of Brexit.

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 19th October to apply Level 5 of the Framework nationally.
- The updated position in relation to plans for implementation of initiatives involving DRCD as part of the Government's Plan for living with Covid-19, including the Community Call, local recovery and sustainability plans, community wellbeing activities and establishment of 'volunteer reserve corps' and the current status of all sectors under each level in the Plan.
- Minister Humphreys will be briefed on imminent launch by Dept of the Taoiseach of the 'Keep Well' Campaign.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas, Senior officials meeting on Economic Recovery and Investment on the 29th October, Exploring the Potential of a Wellbeing Framework in Ireland on the 2nd November, meeting on the 21st October of the MB sub-group on evaluation and research, SOG on Social Affairs and Equality meeting on the 28th October, bilateral engagement with Minister for Environment, Climate and Communications and Tánaiste 23rd October, bilateral engagement with NI Minister for Agriculture, Environment and Rural Affairs on the 21st October, meeting with NI Department for Agriculture, Environment, and Rural Affairs on the 10 November.

6.1 UPDATE ON INSPECTION AND COMPLIANCE UNIT

David Dalton, John Corr and Ken Lane provided an update on the inspection and compliance service.

6.3 UPDATE ON SICAP 2018-2022

Paul Geraghty gave a presentation on SICAP 2018-2022.

. 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 forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 2/11/2020

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).

JP Mulherin, Principal Officer, Rural Development and Support Unit (by remote link) for agenda item no. 5.3.

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit (by remote link) and Stephen Brady, Assistant Principal Officer (by remote link), Finance and Evaluation Unit, 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, with minor amendments.

3. MATTERS ARISING

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.1 BREXIT

MB noted DRCD preparation for the next phase of Brexit.

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 19th October to apply Level 5 of the Framework nationally.
- The updated position in relation to plans for implementation of initiatives involving DRCD as part of the Government's Plan for living with Covid-19, including the Community Call, local recovery and sustainability plans, community wellbeing activities and establishment of 'volunteer reserve corps' and the current status of all sectors under each level in the Plan.

Request from Dept of Taoiseach in relation COVID-19 actions and activities arising from the 'Resilience and Recovery 2020-2021 Plan for Living with COVID-19'.

5.3 INTERNAL AUDIT OF OUTDOOR RECREATION INFRASTRUCTURE SCHEME

MB approved the recommended actions proposed by the RPPU in response to the Internal Audit review of a number of projects funded through the 2018 Outdoor Recreation Infrastructure Scheme (ORIS).

MB noted that the actions will be implemented in collaboration with the Inspections and Compliance Unit, and that MB will be updated of the outcome as appropriate.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas: Senior Officials Group meeting on Economic Recovery and Investment on the 29th October, Exploring the Potential of a Wellbeing Framework in Ireland on the 2nd November, meeting on the 21st October of the MB sub-group on evaluation and research, SOG on Social Affairs and Equality meeting on the 28th October, , Cabinet Committee on Social Affairs and Equality on the 2nd November, oral pqs on the 5th November.

6.2 FINANCE REPORT

MB discussed and noted the end October Finance Report and other Finance Unit updates.

6.3 FOI REPORT

MB noted the FOI Report

6.4 PARLIAMENTARY REPRESENTATIONS

MB note 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 forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 9/11/2020

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).

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 DRCD preparation for the next phase of Brexit.

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 19th October to apply Level 5 of the Framework nationally.
- The updated position in relation to plans for implementation of initiatives involving DRCD as part of the Government's Plan for living with Covid-19, including the Community Call, local recovery and sustainability plans, community wellbeing activities and establishment of 'volunteer reserve corps' and the current status of all sectors under each level in the Plan.
- Information provided to Dept of Taoiseach in relation COVID-19 actions and activities arising from the 'Resilience and Recovery 2020-2021 Plan for Living with COVID-19'.

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- DRCD was represented at Senior Officials Group on COVID-19 at meeting on the 6th November.
- DRCD representation at meeting of Local Economic Sustainability Initiatives on the 2nd November.
- Department's continued involvement and support of the Government's Community Resilience campaign, *Keep Well Campaign* and the "*Staying Connected Initiative*".

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas: 9th November, meeting with Indecon re. Philanthropic Landscape, RRDF, Town and Village Renewal Scheme, Rural Development Policy 2020+, meeting with NI Department for Agriculture, Environment, and Rural Affairs on the 10 November, resumption of the Islands Policy consultation process on the 10th November, DRCD OCR Action Plan, Establishment of DRCD Management Board sub-group on digital delivery, meeting of the Interdepartmental Group on Town Centre First policy 11th of November, Corporate Policy and Strategic Support – oral pqs (County by County investment data) – set up information link with Dept Enterprise, Trade and Employment, meeting of the Project Ireland Delivery Board on the 5th November, meeting of Cabinet Committee on Environment and Climate Change on the 9th November, Review of business plan meetings on the 12th and 13th November, Secretary General's Town Hall meeting on the 18th November and proposal for a centralised database for information about those in receipt of state funds for the delivery of community services.

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 forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 16/11/2020

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).

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 DRCD preparation for the next phase of Brexit.

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 19th October to apply Level 5 of the Framework nationally.
- The updated position in relation to plans for implementation of initiatives involving DRCD as part of the Government's Plan for living with Covid-19, including the Community Call, local recovery and sustainability plans, community wellbeing activities and establishment of 'volunteer reserve corps' and the current status of all sectors under each level in the Plan.
- Update on the Stability Fund by Bairbre Nic Aongusa.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas: Secretary General's Town Hall meeting on the 18th November, Select Committee on Social Protection, Community and Rural Development and the Islands on the 18th November (Vote 42 – Supplementary Estimate), special audit committee meeting on the 17th November, Local Economic Sustainability Initiatives meeting on the 16th November, Staff Engagement Forum on the 19th November, Social Enterprise Conference on the 19th November, Water Safety Ireland, Pobal, Ministerial Management Board meeting on the 26th November, Town Centre First meeting on the 17th November, IPA resilience training for PO's and APO's, Wellbeing and Health and Wellbeing Programme, LEADER transitional programme, the COVID-19 Response Management Group meeting on the 18th November and DRCD engagement with DHPLG in relation to *Programme for Government – Our Shared Future* -the direct election of a mayor with executive functions for Limerick City and County Council.

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 forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 23/11/2020

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).

Rosie Smyth, Higher Executive Officer, Libraries Development and Community Policy (by remote link), Deirdre Maloney, Assistant Principal Libraries Development and Community Policy (by remote link) and Finola Moylette, Principal Office, Libraries Development and Community Policy (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

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.1 BREXIT

MB noted DRCD preparation for the next phase of Brexit.

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 19th October to apply Level 5 of the Framework nationally.
- The updated position in relation to plans for implementation of initiatives involving DRCD as part of the Government's Plan for living with Covid-19, including the Community Call, local recovery and sustainability plans, community wellbeing activities and establishment of 'volunteer reserve corps' and the current status of all sectors under each level in the Plan.

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- Update on the Stability Fund and the proposal for a COVID-19 Emergency Fund by Bairbre Nic Aongusa.
- Update on the extension of the CSP Support Fund, from the 10 August 2020 up to 1 April 2021 by Bairbre Nic Aongusa.
- DRCD is awaiting updated guidance from DPER on working from home for employers and employees during COVID-19 following up to the publication of the HSA Guidance on Working from Home for Employers and Employees.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas: Senior Official Group on Economic Recovery and Investment on the 27th November, Senior Officials Group on Social Affairs and Equality meeting on the 24th, Ministerial Management Board meeting on the 26th November, Assistant Secretaries Group on Brexit and Crisis Management Session on the 25th November, Civil Service Excellence and Innovation Recognition Event 2020 – 26th November, National Volunteering Policy, LEADER transitional programme arrangements, subsidised Transport Services for Offshore Islands, Pobal, RRDF, Climate Action Plan 2019 and DRCD Management Board sub-group on digital delivery meeting on the 24th November.

6.2 EU PEACE PLUS PROGRAMME

The Libraries Development and Community Policy Unit updated MB on the EU Peace PLUS Programme.

MB noted that the Libraries Development and Community Policy Unit will provide a note for Minister Humphreys on the EU PEACE PLUS programme.

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 forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 30/11/2020

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).

Paul Geraghty, Principal Officer, Social Inclusion & Communities Unit (by remote access), John Orme, Assistant Principal Officer, Social Inclusion & Communities Unit (by remote access) and Lisa Keveney, Administrative Officer, Social Inclusion & Communities Unit (by remote access), attended for agenda item no. 6.2.

Clodagh McDonnell, Principal Officer, Corporate Policy and Strategic Support (by remote access) and Gareth Makim, Assistant Principal Officer, Corporate Policy and Strategic Support (by remote access for agenda item no. 6.3.

Clodagh McDonnell, Principal Officer, Organisational Development and Human Resources (by remote access), Madge Dean, Assistant Principal Officer, Organisational Development and Human Resources (by remote access) and Eddie Forsyth Rural Fund & Corporate Support Unit (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

5. MATTERS FOR DISCUSSION

5.1 BREXIT

MB noted DRCD preparation for the next phase of Brexit.

5.2 COVID-19

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

- Government decision of 27th November 2020 in relation to the easing of restrictions, including a phased move to level 3 nationally, with adjustments to take account of the Christmas period, commencing from 1st December as set out in the Plan for Living with COVID (which includes an amendment to Plan for Living with COVID - the reopening of libraries for browsing). PO's continue to keep under review all contingency plans in light of Government decision of the 27th November to apply Level 3 of the Framework nationally.
- The updated position in relation to plans for implementation of initiatives involving DRCD as part of the Government's Plan for living with Covid-19, including the Community Call, local recovery and sustainability plans, community wellbeing activities and establishment of 'volunteer reserve corps' and the current status of all sectors under each level in the Plan.
- Update on the Stability Fund and the proposal for a COVID-19 Emergency Fund by Bairbre Nic Aongusa.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas: meeting with CCMA RCTCH Committee on 3rd December, Project Ireland Delivery Board on the 3rd December, meeting of the Joint Committee on Social Protection, Community and Rural Development, and the Islands on the 2nd December, National Volunteering Strategy 2021-2025 and Pobal.

6.2 POBAL GOVERNANCE/PCR UPDATE

The Social Inclusion and Communities Unit provided an update on the Periodic Critical Review been undertaken by DRCD of Pobal, under the Code of Practice for the Governance of State Bodies. Aspects of the review were discussed and the overall progress to date noted.

6.3 DRCD STATEMENT OF STRATEGY

Clodagh McDonnell and Gareth Makim provided an update on the draft DRCD Statement of Strategy 2021-2023, inclusive of response to consultation process (internal and external submissions received) and policy reviews received from units.

6.4 DRCD REMOTE WORKING – RISK ASSESSMENT OF EMPLOYEES'S DESIGNATED HOME WORKSPACES

MB noted updated Health and Safety Authority guidance on the responsibilities of employers in respect of home working. MB approved a proposal for use of digital –based assessments through external H&S consultants from the OGP framework. MB noted that preliminary diagnostic employee self-assessment will be completed online (in relation to

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equipment/resource needs) and a formal homeworking risk assessment (ergonomic / VDU assessment) to be completed online / video by a competent person.

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 forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 7/12/2020

ATTENDANCE:

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

Clodagh McDonnell, Principal Officer, Corporate Policy and Strategic Support (by remote access) and Gareth Makim, Assistant Principal Officer, Corporate Policy and Strategic Support (by remote access for agenda item no. 4.1

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit (by remote access) and Stephen Brady, Assistant Principal Officer (by remote access), 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, with minor amendments

3. MATTERS ARISING

4. MATTERS FOR DECISION

4.1 DRCD STATEMENT OF STRATEGY

MB discussed and approved the draft DRCD Statement of Strategy 2021-2023, with minor amendments. MB noted that Corporate Policy and Strategic Support will recirculate the document to MB and will provide an updated draft of strategy for Ministerial approval, prior to submission to Government.

5. MATTERS FOR DISCUSSION

5.1 BREXIT

MB noted DRCD preparation for the next phase of Brexit.

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 27th November to apply Level 3 of the Framework nationally.
- The updated position in relation to plans for implementation of initiatives involving DRCD as part of the Government's Plan for living with Covid-19, including the Community Call, local recovery and sustainability plans, community wellbeing activities and establishment of 'volunteer reserve corps', Stability Fund, COVID-19 Emergency Fund and the current status of all sectors under each level in the Plan.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas: The Joint Committee on Social Protection, Community and Rural Development and the Islands meeting on the 9th December, Brexit SG Group meeting on the 7 December, Cabinet Committee on Environment and Climate Change on the 7 December, Volunteering Strategy, RRDF, Departmental Council meeting on the 10 December, Pobal, Water Safety Ireland and Charities Regulator, meeting with CCMA Rural Development, Community, Tourism, Culture & Heritage Committee in relation to the NDP Review.

6.2 FINANCE UPDATE

MB discussed and noted the Finance Report.

6.2 FOI REPORT

MB noted the FOI Report

6.2 PARLIAMANTARY REPRESENTATION REPORT

MB noted the Parliamentary 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 noted the Oireachtas schedule for the forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 14/12/2020

ATTENDANCE:

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

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

David Dalton, Principal Officer, Inspection and Compliance Unit (by remote link) attended for agenda item no. 6.2

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit (by remote access) and Eddie Forsyth, Principal Officer, Rural Fund and Corporate Support 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

4.1 DRCD HEALTH AND SAFETY STATEMENT

MB approved the Department's Health and Safety Statement. MB noted that the DRCD Covid-19 Response Plan is currently under review, and will be updated to take into account the Work Safely Protocol which was recently published by the Government. It will also take into account the latest advice from the Health and Safety Authority, the State Claims Agency, the Health Services Executive and the Health Protection Surveillance Centre.

5. MATTERS FOR DISCUSSION

5.1 BREXIT

MB noted DRCD preparation for the next phase of Brexit.

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 27th November to apply Level 3 of the Framework nationally.
- The updated position in relation to plans for implementation of initiatives involving DRCD as part of the Government's Plan for living with Covid-19, including the Community Call, local recovery and sustainability plans, Innovate Together, Stability Fund, COVID-19 Emergency Fund and the current status of all sectors under each level in the Plan.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas: review of criteria for DRCD schemes, SICAP, Transitional LEADER programme, proposal for a centralised database for information about those in receipt of state funds for the delivery of community services, new Climate Action Plan, DRCD end of year progress report on DRCD PfG commitments.

6.2 DRAFT OCR ACTION PLAN

MB discussed the general approach, format and focus of the content of the draft Organisational Capability Review Implementation Plan and the supporting Improvement and Innovation Action Plan. MB approved the circulation of the draft plans to the senior management team on the 18th of December and to be considered at next Senior Management Team meeting in second half of January. The draft plans will be resubmitted for consideration by MB prior to submission for Ministerial approval and consideration by cabinet.

6.2 UPDATE ON DRCD INPUT INTO THE REVIEW OF THE NATIONAL DEVELOPMENT PLAN

Eddie Forsyth and Kenneth Jordan updated the MB on the consultation with the senior management team and external stakeholders in relation to the Review of the NDP.

MB discussed the draft DRCD submission for the Review of the NDP and noted that the Department has sought the view of CCMA's Rural Development, Community, Tourism, Culture & Heritage Committee views have been sought and a meeting is currently being scheduled to consider this matter. MB noted that further consultation is planned with the Minister and a final

draft of the submission will be brought to the Management Board for approval at its meeting on Monday, 18th January 2021.

6.2 REMOTE WORKING

MB noted a number of parallel developments in relation to remote working policy, including the national policy being developed by D/ETE, the work of the Inter-departmental National Hub Network Working Group, an Industry Taskforce convened by Grow Remote, and the development of a Civil Service Remote Working Policy led by D/PER through the People Subgroup of CSMB.

MB agreed to convene an internal meeting of relevant POs to discuss the various strands of activity.

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 forthcoming fortnight.

7.4 SOG'S / CABINET COMMITTEES

No issues arising.

8. AOB

MANAGEMENT BOARD MINUTES 21/12/2020

ATTENDANCE:

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

Apologies: Bairbre Nic Aongusa - Assistant Secretary

Kenneth Jordan, Principal Officer, Finance and Evaluation Unit (by remote access) and Jason Cleary, Assistant Principal Officer (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

4. MATTERS FOR DECISION

5. MATTERS FOR DISCUSSION

5.1 BREXIT

MB noted DRCD preparation for the next phase of Brexit.

MB noted DRCD arrangements for attendance at Brexit readiness meetings over the Christmas 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 decision of the 27th November to apply Level 3 of the Framework nationally.

6. MATTERS FOR INFORMATION

6.1 OTHER SIGNIFICANT UPDATES

MB members provided updates on a number of ongoing items in their areas: review of criteria for DRCD schemes, update on DRCD input into the review of the NDP, DRCD Statement of Strategy 2021-2023, Climate Action Plan Fifth Progress Report, RRDF, SICAP, Rural Development Policy 2020+, Tidy Towns, Town and Village Renewal Scheme, Outdoor Recreation Infrastructure Scheme.

6.2 UPDATE ON WORK OF THE EVALUATION UNIT

Jason Cleary and Kenneth Jordan updated MB on the work plan for the finance and evaluation unit.

- MB noted programme evaluations completed to date and the work planned for 2021.
- MB noted completion of the Departments Quality Assurance Process Report (compliance with Public Spending Code).
- MB approved a Department procedure for following-up on recommendations from review/evaluations. This will require units to update MB on the status of the implementation of recommendations, no later than 12 months post review.
- MB noted status of the draft ESRI report under the joint research programme - Review of International Approaches to Evaluating Rural and Community Development Programme Activities, the aim of which is to identify international approaches to evaluation of rural and community development activities. It was noted that a future presentation of findings can be arranged as required and that a brief will be provided to the Minister when the report is ready for publication.
- MB noted work is progressing on Geomapping (storymaps).
- MB approved an Internal DRCD Policy for the inclusion of data identifiers for all Department schemes/projects.
- MB noted work is ongoing to identify high level indicators/KPIs for monitoring rural and community development.
- MB noted that Evaluation Sub-Group meetings continue to be held with a focus on sharing knowledge and providing input into the work of the evaluation unit.

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

MB noted the next meeting is scheduled for the 11 January 2021

8. AOB