

**Management Board Meeting Minutes**  
**Monday 6<sup>th</sup> November 2023 @ 10.30am**

**Attendance:** Secretary General (Kevin McCarthy), Sheenagh Rooney, Colm O’Conaill, David Delaney, Carol Baxter, Laura McGarrigle, Anne-Marie Brooks and Dermot Ryan.

Apologies from Lara Hynes.

Miriam Kenna reporting.

**1. Minutes of Last Meeting**

The minutes of meeting of 23<sup>rd</sup> October 2023 were agreed.

**2. Matters Arising**

There were no matters arising.

**3. Ukraine and international protection updates**

SR gave brief update on the Ukraine BOTP situation at present including:

- Significant BOTP numbers processed in Citywest over the weekend.
- Outlook remains under review with limited new accommodation coming on stream
- Updated on plans for Stradbally and Glendalough sites.
- Offer portal to be extended to turnkey modular solution offers
- Policy change remains under discussion, [REDACTED]

DD provided an update on IP, including:

- Continuing pressures of numbers and limited new supply over the immediate term.
- Further hearing scheduled this week in lead court cases involving unaccommodated

**4. Data Protection Update (confirmed Mary Rogerson)**

Mary Rogerson, Alan Savage and Kellie Butler presented an update to the MB on current data protection activities, issues and challenges.

The need for further expansion of data protection resources and training and supports for staff was noted. MB welcomed the intention of providing additional training opportunities (currently mandatory for new staff) and agreed that all existing staff should be encouraged and facilitated to avail of these.

MB noted the growing demands of DP compliance across the organisation and the particularly concentrated nature of some of these. It was agreed that further engagement on a proposed model of additional staffing resources for data protection was required in order to ensure maximum benefit in assisting divisions to manage the administrative burden associated with their data protection compliance requirements.

**5. Internal Audit update (Confirmed Conor Kelly)**

Conor Kelly provided an update on internal audit activities and current areas of focus for the audit committee. He thanked MB members for the co-operation and support of their units with audits and

reminded of the importance of maintaining planned audit dates where possible in order to support overall audit programme delivery. The timeliness of management responses to audit recommendations and the need to address longstanding recommendations continue to be issues of focus for the Audit Committee. It was agreed that MB members would be advised of any longstanding recommendations relating to their areas with a view to closing these off. He referred to EU Commission identified non-compliance with AMIF requirements (Asylum, Migration & Integration Programmes Fund) as an area of current risk. MB members were invited to give suggestions on areas of interest for the 2024 audit plan.

## **6. First 5 Implementation Plan 2023 - 2025**

Desmond Cox and Davin Roche attended and presented details of the First 5 Implementation Plan 2023 – 2025, including an overview of the key actions and updated targets involved and the planned governance and implementation arrangements as part of the Young Ireland implementation framework. MB noted the strong progress made on the achievement of targets under the Phase 1 implementation plan and welcomed the detailed work and consultation that had gone into the development of the successor plan. Arrangements for Government approval and plan launch were also noted.

## **7. Organisation Development**

Kate Levey updated on plans in respect of Programme 1 (quick wins) actions which will be reported on at MB meetings between now and end January. A template project plan document has been agreed and completed by the facilities management team in respect of Monatague Court improvements, which are now underway, and will be used as the basis for planning other quick win actions. Plans in respect of convening implementation groups for the other four programmes of work were noted.

## **8. For Noting:**

The papers circulated under this heading were noted by MB members.

## **9. AOB**

Planned agenda for SMT meeting this Friday noted.

Strong response to the direct recruitment campaign for EO, with 269 applications of 267 people are eligible.

Supplementary estimate requirements continue to be finalised with DPENDR.

MB members were asked to note upcoming reception for DCEDIY retirees event on 30 November, being organised by Facilities Management Unit.

## **10. Next Meeting**

The next MB meeting will be on Monday 20<sup>th</sup> November at 10.30am.