

**MANAGEMENT BOARD MINUTES 8/1/2018**

**ATTENDANCE:**

Chair – Kevin McCarthy - Secretary General, Bairbre NicAongusa – Assistant Secretary, William Parnell – Assistant Secretary

Secretariat – Lynda Crawford

Clodagh McDonnell, Principal Officer attended, Fergal Costello, Finance Officer attended for item 4.1 StJohn O’Connor, Principal Officer attended for 4.3, Jason Kearney attended for item 4.5.

**1. STATEMENT OF INTEREST**

No conflicts.

**2. COMMUNICATIONS & TOPICAL MATTERS DIARY, MINUTES OF PREVIOUS MEETING & MATTERS ARISING**

**2.1 PREVIOUS MINUTES**

Minutes of the previous meeting were approved subject to amendments.

**2.2 MATTERS ARISING**

No issues arose for discussion under this item.

**2.3 COMMUNICATIONS & TOPICAL MATTERS DIARY**

The diary for the forthcoming fortnight was noted.

**2.4 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES**

A list of Government Memorandums currently circulated was considered and it was noted that there were no matters requiring action by the Department.

**2.5 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)**

The schedule for the week was noted.

**2.6 SOG’S/CABINET COMMITTEES**

The Secretary General noted that Cabinet Committee A (Economy) is scheduled for the 18<sup>th</sup> January.

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## 2.7 FOI REPORT

The FOI Report was noted.

## 3. PRIORITY ISSUES FOR DISCUSSION/NOTING

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### 3.1 ORAL PQS – 16<sup>TH</sup> JANUARY

The Secretary General noted Oral PQs for this Department are scheduled for Tuesday 16 January 2018. While a number of questions have already been received and distributed to Line Sections, it is anticipated that we will receive significantly more questions later in the week.

Appropriate background material and responses to possible supplementary questions are required for the 5 Priority questions and the Top 20 Oral PQs in the Lottery. As soon as the Lottery sequence is available, it will be circulated to all Sections.

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### 3.2 2018 PRIORITIES FOR TAOISEACH'S BILATERAL

The Secretary General requested Clodagh McDonnell to seek an update from Business Units on DRCD's commitments under the Programme for Partnership Government and from Assistant Secretaries on priorities for the first half of 2018.

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### 3.3 STATEMENT OF STRATEGY

Clodagh McDonnell briefed the Management Board on work done to prepare the current draft of the Statement of Strategy. She reported that further to the extensive consultation initiatives taken with staff, external stakeholders, Government Departments and agencies, further consultation was carried out with Department's Principal Officers.

There was a discussion on the current draft circulated prior to the meeting and it was agreed the Assistant Secretaries would review the document and provide input relating to high level goals and actions with a view to having a revised draft for next week's Management Board meeting on the 15<sup>th</sup> January.

The Management Board expressed their appreciation to Clodagh and her staff for the considerable and high quality of work carried out to date on the preparation of the Statement of Strategy.

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### 3.4 NATIONAL DEVELOPMENT PLAN/NPF

William Parnell stated that DPER circulated draft of the ten year capital plan, now entitled the National Development Plan 2018-27 on the 18<sup>th</sup> December 2017 and requested DRCD's final contributions by 5<sup>th</sup> January, 2018. He stated that DRCD is currently liaising with DHPLG in relation to the NPF in order to emphasise the importance of regional development and the Atlantic Economic Corridor.

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### 3.5 PAC ATTENDANCE ON DORMANT ACCOUNTS FUND

The Secretary General noted that he has been requested to appear before the Committee of Public Accounts on the 8 February in relation to the Comptroller and Auditor General's Report 2016, Chapter 7, Dormant Accounts Fund. Briefing material will be required to be provided by all relevant divisions in DRCD.

## 4. CORPORATE & OPERATIONAL MATERS FOR INFORMATION

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### 4.1 FINANCE ISSUES: EXPENDITURE REPORT AND YEAR END ISSUES

Fergal Costello stated that the Provisional Outturn for 2017 as circulated to the MB in advance of the meeting was in line with projections as provided by the Finance Unit since last October.

The 2018 profiles for DRCD are in process of finalisation and the transfer to shared services for non-pay subheads is projected to take place before end of this month. The transfer of pay subheads will require more time to finalise.

The Finance Unit will be forwarding on the Policies and Procedures Manual to the Assistant Secretaries for their observations in the coming week.

The Management Board expressed their appreciation to staff of the Finance Unit for the high quality of work carried out over the past few months.

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### 4.2 HR UPDATE

Clodagh McDonnell provided an update on vacancies, assignments, training provided and recruitment for DRCD to the Management Board.

It was noted that the Community Services Programme will require staffing as soon as possible.

An initial meeting was held with DPER on the establishment of DRCD as new organisation with the NSSO which will include access to Peoplepoint and PSSC. DPER are to revert in early January with a draft Project Plan for transition to the NSSO which will have to be examined to ensure that the transition is executed with minimum risk and as seamless as possible.

In the interim, initial preparations have commenced in terms of defining DRCD's organisational structures and report regime and proposals will be brought to Management in this regard. HR is liaising with Peoplepoint on these initial preparations.

The Management Board expressed their appreciation all staff involved for the high quality of work carried out.

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### 4.3 ACCOMMODATION UPDATE

StJohn O'Connor stated that the OPW have offered the Department accommodation comprising of the top 2 floors (4 & 5) of the Trinity Point building on South Leinster Street, Dublin 2, D02 EF85.

The Management Board expressed their appreciation to StJohn and his team for the high quality of work carried out to date.

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#### 4.4 COMMUNICATIONS UPDATE

Clodagh McDonnell provided an update on the development and implementation of DRCD's external communications strategy including stakeholder management, social media, media relations, marketing, branding, public relations and staff communications.

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#### 4.5 GOVERNANCE FRAMEWORK

Jason Kearney presented a revised draft of the Department's Code of Governance. It was agreed that the risk management committee function be assigned to the Management Board. It was agreed that the Code of Governance will not be published until the Statement of Strategy is finalised.

#### 6 AOB

The DEFSP have requested information in relation to supports provided by DRCD for persons with a disability, it was agreed by the MB that the corporate division will co-ordinate the response.

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Kevin McCarthy  
Secretary General