

MANAGEMENT BOARD MINUTES 15/1/2018

ATTENDANCE:

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

Secretariat – Lynda Crawford

Clodagh McDonnell, Principal Officer and Fergal Costello, Finance Officer attended.

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

The Management Board noted that the Government Memorandum on the Appointment of three ordinary members to the Charity Regulatory Authority was on the Cabinet agenda for the 16th January.

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 18th January.

2.7 FOI REPORT

The FOI Report was noted.

3. PRIORITY ISSUES FOR DISCUSSION/NOTING

3.1 STATEMENT OF STRATEGY

There was a discussion on the current draft circulated prior to the meeting and it was agreed that a final draft will be circulated to Principal Officers before being submitted to Minister Ring.

4. CORPORATE & OPERATIONAL MATERS FOR INFORMATION

4.1 FINANCE ISSUES: EXPENDITURE REPORT

The Management Board noted that the C&AG will be carrying out an interim audit in February/March and a full audit in June.

The Finance Unit will be circulating an expenditure report on a weekly basis for information to the Management Board. The expenditure report will be considered by the Management Board on a monthly basis.

4.2 HR UPDATE

Clodagh McDonnell provided an update on assignments, recruitment and the informal departmental council meeting which was held on the 12th January.

The Management Board agreed that Human Resources will circulate notification to all staff on dates for completion of 2017 PMDS annual review and 2018 PMDS goal setting forms.

4.3 COMMUNICATIONS UPDATE

Clodagh McDonnell provided an update on the communications strategy to the Management Board.

6 AOB

Department of Rural and Community Development
Management Board Meeting No. 21

Kevin McCarthy
Secretary General