

MANAGEMENT BOARD MINUTES 22/1/2018

ATTENDANCE:

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

Secretariat – Máire Flanagan

Clodagh McDonnell, Head of HR and Corporate and Fergal Costello, Finance Officer also 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 with no 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 with a few minor additions.

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.

The Secretary General will appear before PAC in relation to Dormant Accounts Funding on 8th February.

2.6 SOG'S/CABINET COMMITTEES

The SOG on the 6th February on the Sustainable Development Goals was noted with Bairbre Nic Aongusa attending.

2.7 FIO REPORT

The FOI Report was noted.

3. PRIORITY ISSUES FOR DISCUSSION/NOTING

Nil.

4. CORPORATE & OPERATIONAL MATERS FOR INFORMATION

4.1 FINANCE ISSUES: EXPENDITURE REPORT

MB agreed to get weekly expenditure figures but to consider them monthly.

Fergal Costello updated on meetings with Financial Shared Services (FSS) in Killarney the previous week and on the progress made to manage payments from the start of February.

4.2 HR UPDATE

Clodagh McDonnell provided an update on the recent PO Internal Competition with a panel established in Ballina and Dublin. Other staffing issues were discussed.

Units were reminded to submit Business Plans by Wednesday 24th January and that PMDS role profile forms for 2018 should be completed by end February.

A Staff Newsletter is being prepared and will issue shortly.

4.3 ACCOMODATION

The new accommodation arrangements in Trinity Point were discussed.

4.4 COMMUNICATIONS UPDATE

Preparations for the Minister's one day trip to Galway and Connemara visit were noted.

4.5 MEMORANDUM OF UNDERSTANDING BETWEEN DHPLG AND DRCD

The Memo (on accommodation and billing services in the Ballina office) was referenced and further enquiries are to be made with DCHG.

6 AOB

The Minister's first occasion on Oral PQs and the Department's response was positively acknowledged.

The Management Board agreed to procure an external telephone call answering service.

The Management Board agreed to set a date for a meeting of the Risk Committee and the Senior Management Forum.

Kevin McCarthy
Secretary General