

MANAGEMENT BOARD MINUTES 29/1/2018

ATTENDANCE:

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

Secretariat –Lynda Crawford

Clodagh McDonnell, Head of HR attended and Corporate and Fergal Costello, Finance Officer attended for items 4.2, 4.3, 4.4 and 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 with minor 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 Management Board noted that Pobal will appear before the Joint Committee on Rural and Community Development on the 31st January in relation to review of Pobal's past performance, current issues and future strategy.

2.6 SOG'S/CABINET COMMITTEES

The Cabinet Committee D meeting on the 1st February was noted.

2.7 FIO REPORT

The FOI Report was noted.

3. PRIORITY ISSUES FOR DISCUSSION/NOTING

3.1 NATIONAL DEVELOPMENT PLAN

William Parnell updated the Management Board on the implications for DRCD in relation to National Development Plan and the National Planning Framework.

4. CORPORATE & OPERATIONAL MATERS FOR INFORMATION

4.1 HR UPDATE

Clodagh McDonnell provided an update on internal competitions, expressions of interest and vacancies. Other staffing issues were discussed.

4.2 FINANCE ISSUES: PROVISIONAL OUTTURN 2017

Fergal Costello stated that the provisional outturn 2017 and the Financial Policies and Procedures Manual is currently being finalised and will be circulated the Management Board.

The migration to shared services in Killarney for non-payroll is progressing, with payments to be processed by shared services next week. It was agreed by the Management Board that the Finance Unit will keep under review if a second payment run per week is required.

It was noted by the Management Board that DPER have not provided DRCD with a project plan for the transfer of the payroll function and it was agreed that DRCD will request DPER to set a date for the financial management shared services project meeting as soon as possible.

It was noted that the C&AG have requested payments samples for review as part of their interim audit and it was agreed the finance unit would circulate this information to the Management Board.

4.3 FINANCIAL MANAGEMENT PROJECT UPDATE

Fergal Costello informed the Management Board that the financial procedures manual is currently being finalised and will be forwarded to the Management Board.

4.4 ACCOMODATION

The new accommodation arrangements in Trinity Point were discussed.

The Management Board approved the memorandum of understanding (on accommodation and billing services in the Ballina office).

It was noted by the Management Board that a memorandum of understanding between DCHG and DRCD in relation to accommodation and billing services in Ely Place, Dublin 2 is not required.

4.5 COMMUNICATIONS UPDATE

The Management Board noted that the DRCD Statement of Strategy is pending observations by the Department of the Taoiseach.

Clodagh McDonnell updated the Management Board on developments relevant to DRCD in relation to Strategic Communications Unit.

6 AOB

The Management Board noted that a meeting of the Ministerial Management Board was scheduled for the 15th February.

The Management Board discussed venue and date options for a meeting of the Senior Management Forum.

The Management Board agreed the oral/priority parliamentary questions will be circulated to all DRCD staff (pending lottery and deadline for transfer/disallowance) and notification will be issued to staff requiring supplementary material to contain 4-6 (6 max) bullet points on red line issues.

Kevin McCarthy
Secretary General