

## MANAGEMENT BOARD MINUTES 26/2/2018

### ATTENDANCE:

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

Secretariat – Lynda Crawford

Clodagh McDonnell, Head of HR attended for items 3.2, 3.3, 3.4, 4.1, 4.2, 4.3 and 4.4, Fergal Costello, Finance Officer attended for item 4.2, Stjohn O'Connor, Principal Officer, Regional Telecommunications Development attended for item 4.3.

### 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 Senior Officials Group meeting for Cabinet Committee B Social Policy and Public Services is scheduled for the 8<sup>th</sup> March.

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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 NATIONAL DEVELOPMENT PLAN

The National Development Plan thematic conference on rural and regional was discussed. MB agreed that William Parnell convene a small group to consider seminar content well as to plan logistics.

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### 3.2 PROTECTED DISCLOSURES POLICY

Clodagh McDonnell briefed the MB on the draft protected disclosures policy.

The protective disclosures group consist of the Head of Internal Audit, Principal Officer, Head of Corporate Services/HR and the Assistant Secretary Corporate Services.

The MB agreed the draft protected disclosures policy in principle, subject to certain amendments. It was agreed to provide a revised draft to reflect these.

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### 3.3 SOCIAL MEDIA POLICY

The MB approved the social media policy for circulation to all DRCD staff.

## 4. CORPORATE & OPERATIONAL MATERS FOR INFORMATION

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### 4.1 HR UPDATE

Clodagh McDonnell provided an update on HR matters to the MB.

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### 4.2 FINANCIAL REPORT

Fergal Costello provided an update on expenditure to 21 February 2018.

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### 4.3 ACCOMMODATION UPDATE

Stjohn O'Connor provided an update on arrangements for the ICT change over to OGCIO services and on the move of Dublin staff to Trinity Point.

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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.

The Secretary General requested that the structure of DRCD press releases be reviewed and a template be drafted.

#### 6 AOB

Bairbre NicAongusa briefed the MB on the emergency weather position and related emergency planning in respect of status red warning.

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Kevin McCarthy  
Secretary General