

Department of Rural and Community Development
Management Board Meeting No. 1

Management Board Minutes Meeting 1 06/07/2017

Attendance:

Chair - Liz Canavan - Secretary General
William Parnell – Assistant Secretary
Bairbre NicAongusa – Assistant Secretary

Secretariat – Johnny Gorman

Colm Keenan was also in attendance

Apologies: - Nil

1. Statement of Interest

Nothing to discuss on this occasion

2. Communications & Topical Matters Diary, Minutes of Previous Meeting & Matters Arising

2.1 Previous Minutes

No previous minutes to discuss

2.2 Matters Arising

No matters arising on this occasion

2.3 Communications & Topical Matters Diary

There was a discussion on the format of the template. It was agreed that completion of the template will remain a standing item.

2.5 Weekly Schedule (Dáil, Seanad and Committees)

There was a discussion in relation to the current position of the Bill to establish the Department. The Bill is currently being prepared and will be brought to the Houses on the 12th of July.

2.6 FOI Report

The Board was updated on the status of FOI requests which have been received.

3.0 Strategic Matters

3.1 Transfer of Functions

A discussion took place on the status of the transfer of functions.

The SG provided the following update;

1. The issue of creating a legal entity for the new Department has arisen. Government has agreed to the preparation and immediate publication of a short Bill to provide for the new Department. B. NicAongusa will support this process. The Board agreed there is no need for an explanatory memo to accompany the Bill.
2. Transfer of functions will be dealt with subsequently by Order between the transferring departments. Discussions are ongoing on the precise areas for legal transfer between the three SGs involved.
3. The SG noted that the transfer of responsibilities relating to the Charities Regulator from the Minister for Justice have been mooted.

3.2 Cabinet Committees

The Minister is a member Cabinet Committee A (Economy) and Cabinet Committee B (Social Policy and Public Services).

It was noted that he may also be included in membership of a third committee.

3.3 Other Policy Matters

A brief discussion took place on other policy matters.

4. Matters for Decision

4.1 Establishment of Transition Team

It was agreed that a transition team would be put in place to assist with the formation of the new Department. The team will be led by the SG, members of the team will include William Parnell, Bairbre NicAongusa, Johnny Gorman, Kevin Power and Colm Keenan. It was also agreed that input from Principal Officers would be sought in relation to issues concerning the transition.

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The Board also agreed that they would look to draw on resources in terms of staff from existing sections that may have expertise or particular skill sets which could assist with the transition, particularly in respect of corporate functions.

4.2 Communications/Meetings with Staff

The SG requested a list of names and contact details for all staff that will be transferring to the Department of Rural and Community Development in order to update them on the ongoing process of establishing the Department.

The SG also indicated her intention to travel to Ballina in the coming week to meet with relevant staff and asked for a suitable date to be found for a visit to the Kildare Street & Custom House offices.

5. Corporate

5.1 Developments in Establishment of the Department

The SG gave an update on the current situation in relation to the establishment of the Department as above.

5.2 Staffing

The SG requested detailed organisation charts for all sections which have been identified at this time that will be transferring.

5.3 Accommodation

The SG advised that discussions are ongoing with the OPW in order to find a suitable location for all Dublin based staff of the Department.

5.4 Budgets

There was a discussion in relation to setting up the Department Vote and the upcoming estimates.

5.5 IT Services

The SG advised the Board on discussions with the OGCIO in relation to the set-up of IT services for the Department.

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5.6 E-Cabinet

Staff that will require high level E-Cabinet access in the Department were identified. The SG will seek approval from the Cabinet Secretariat in the Department of the Taoiseach.

5.7 PQ Protocol

The Management Board proposed a protocol for dealing with PQs until the Department is formally established. The SG will discuss with the Minister.

6.0 AOB

It was agreed that Management Board meetings would take place weekly on Monday mornings at 11.30.

Elizabeth Canavan
Secretary General (Acting)