

Department of Rural and Community Development
Management Board Meeting No. 3

Management Board DRAFT Minutes 17/07/2017

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

The minutes were agreed with minor amendments.

2.2 Matters Arising

Matters arising from the last meeting were discussed.

2.3 Communications & Topical Matters Diary

The Diary for the forthcoming week was discussed.

2.4 Weekly Schedule (Dáil, Seanad and Committees)

Memos relevant to the Ministers brief which will be brought to Government shortly were discussed.

2.5 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

Discussions are ongoing between the relevant Secretary Generals in relation to the Transfer of Functions & draft Orders are currently being prepared. It is likely these will be brought to Cabinet on the 26th of July

3.2 Preparation for Ministerial bilateral with the Taoiseach

The brief for the bilateral to take place on the 18th of July was discussed.

3.3 Preparation for Vote and Estimates process

A brief discussion took place on with regard to the DRCD Vote and upcoming estimates process.

3.4 National Ploughing Championships

DRCD representation at the upcoming ploughing championships was discussed. JG advised he has been in contact with Helen Francis (DAHRRGA) and confirmed enough space is available for DRCD stands and DAHRRGA had agreed that a split tent between the 2 Departments was the best way forward given the short timeframe. The MB agreed to this. DAHRRGA have asked for liaison officers to be nominated in DRCD to work with them on design / logistics etc.

Deirdre Kelly and Linda Sheridan were nominated.

The MB agreed that given the short time frame a temporary logo would be put in place for use at the ploughing until a permanent logo is decided upon.

3.5 Statement of Strategy

There was a discussion regarding drafting of the DRCD Statement of Strategy.

4. Matters for Decision

4.1 Update on matters with or going to the Minister.

The MB was updated accordingly.

4.2 Upcoming matters for decision

There was a brief discussion on upcoming matters.

4.3 Post Office & Public Banking Responsibility

The memo in relation to the transfer of responsibility for the Post Office Network was discussed.

5. Corporate

5.1 Developments in Establishment of the Department

The MB noted the necessary legislation to create a legal entity for the Department should be in place this week.

5.2 Staffing

5.3 Accommodation

5.4 Budgets

No substantial updates on the above since meeting of 17th July. Discussions are ongoing with the relevant parties.

5.5 IT Services / E-Cabinet

JG advised that discussions are ongoing in relation the rollout of @DRCD.gov.ie mail accounts. Work is also continuing with the help of the OGCIO to build a DRCD website.

5.6 PQ Protocol

The protocol for dealing with PQ's until the Transfer of Functions s finalised has been agreed.

5.7 Compliance Obligations Register

The Compliance Obligations Register was discussed.

5.7 Communications/ Meetings with staff.

The SG advised the MB she had a very positive meeting with the staff in Ballina and had committed to keeping all staff advised in relation to developments on all aspects of the establishment of the DRCD.

6.0 AOB

It was agreed that future meetings would be held on Monday mornings at 11am.

Elizabeth Canavan
Secretary General (Acting)

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