

MANAGEMENT BOARD MINUTES 18/09/2017

ATTENDANCE:

Chair – Liz Canavan - Secretary General, William Parnell – Assistant Secretary, Bairbre NicAongusa – Assistant Secretary, Clodagh McDonnell – Principal Officer (by phone) (Item 3) Gareth Makim – Assistant Principal – (Item 3)

Secretariat – Lynda Crawford

Colm Keenan was also in attendance

Apologies: - Nil

1. STATEMENT OF INTEREST

No conflicts.

2. COMMUNICATIONS & TOPICAL MATTERS DIARY, MINUTES OF PREVIOUS MEETING & MATTERS ARISING

2.1 PREVIOUS MINUTES

Drafting corrections to the minutes of the previous meeting were noted.

2.2 MATTERS ARISING

Matters arising from the previous meeting covered under other items.

2.3 COMMUNICATIONS & TOPICAL MATTERS DIARY

The diary for the forthcoming fortnight was noted.

2.4 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

Government Memorandums currently circulated for observations by the Department were discussed. The board noted there was no Cabinet Committee meetings scheduled.

The Government schedule for the week was discussed.

3. STRATEGIC MATTERS

3.1 STATEMENT OF STRATEGY / CORPORATE GOVERNANCE

It was agreed that a protocol for FOI cases would be drawn up by Corporate Services.

Clodagh McDonnell and Gareth Makim provided an update on the Department's Statement of Strategy. Staff consultations will be held on the 5th (Dublin) and the 6th (Ballina) of October.

3.2 PREPARATION OF VOTE AND FOR ESTIMATES PROCESS

Revised estimate for 2017 has been submitted to D/PER.

The submission for the Department's 2018 estimate is complete and will be submitted subject to final checking.

4. MATTERS FOR DECISION

4.1 UPDATE ON MATTERS WITH OR GOING TO THE MINISTER

Update was provided on matters with or going to the Minister:

- National Investment Plan.
- Town and Village Renewal Scheme.
- Local Improvement Scheme.

5. CORPORATE

5.1 DEVELOPMENTS IN ESTABLISHMENT OF THE DEPARTMENT/STAFFING

Transitional arrangements in place will remain under review. It was noted a number of new staff have commenced.

More detailed HR Report will be provided at the next meeting.

5.2 ACCOMMODATION

It was noted that the staff from the Custom House and Kildare Street (Minister's Office and Secretary General's Office) have relocated to Clare Street.

5.3 BUDGETS

SG reminded Assistant Secretaries re Vote reporting requirements.

5.4 IT SERVICES / WEBSITE

Tender to be progressed subject to SG review.

6. COMPLIANCE OBLIGATIONS REGISTER

Nil.

7. AOB

Department of Rural and Community Development
Management Board Meeting No. 8

It was noted that the Civil Service Engagement Survey has been launched and will be circulated internally. The SG noted the Public Service Reform and Innovation Conference was held in Dublin Castle on the 18 9 2017 – the new plan is nearing completion and will be relevant to the DRCD's new Statement of Strategy.

Elizabeth Canavan
Secretary General (Acting)