

MANAGEMENT BOARD MINUTES 25/09/2017

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), StJohn O'Connor – Principal Officer (Item 5.2)

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.

2.5 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

It was noted – Motion re. Select Committee on Rural and Community Development on 26 September.

2.6 FOI REPORT

Nil.

3. STRATEGIC MATTERS

3.1 PREPARATION OF VOTE AND FOR ESTIMATES PROCESS

The Estimate bid for 2018 has been submitted. Bilateral meeting this coming week.

4. MATTERS FOR DECISION

4.1 UPDATE ON MATTERS WITH OR GOING TO THE MINISTER

An update was provided on submissions being prepared for Minister Ring.

5 CORPORATE & OPERATIONAL MATTERS FOR INFORMATION

5.1 DEVELOPMENTS IN ESTABLISHMENT OF THE DEPARTMENT/STAFFING

Noted Bairbre NicAongusa will hold responsibility for finance matters at Assistant Secretary level pending decisions on 3rd Assistant Secretary post for corporate matters.

5.2 STAFFING

A HR progress report was presented to the Board by StJohn O'Connor. StJohn O'Connor outlined a planned recruitment and assignment schedule for the Department.

5.3 ACCOMMODATION

StJohn O'Connor confirmed all outstanding issues with the Clare Street offices are being followed up.

5.4 BUDGETS

SG reminded Assistant Secretaries re Vote reporting requirements.

Project plan on financial matters is being developed.

Weekly progress meeting of finance matters to be chaired by SG.

5.5 IT SERVICES / WEBSITE

Tender to be progressed subject to SG review.

5.6 COMPLIANCE OBLIGATIONS REGISTER

Department of Rural and Community Development
Management Board Meeting No. 9

Clodagh McDonnell and Gareth Makim provided an update on the development of the Departments FOI protocol.

5.7 PROGRESS REPORT

Nil.

5.8 COMMUNICATIONS/MEETINGS WITH STAFF

A newsletter will issue to staff in coming weeks.

6 AOB

Elizabeth Canavan
Secretary General (Acting)