

## MANAGEMENT BOARD MINUTES 2/10/2017

### ATTENDANCE:

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

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

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)

The Oireachtas schedule for the week was discussed. Noted that the Select Committee on Rural and Community Development has been established.

#### 2.6 FOI REPORT

FOI Report noted. Change to the template agreed.

### 3. STRATEGIC MATTERS

#### 3.1 PREPARATION OF VOTE AND FOR ESTIMATES PROCESS

Revised Estimates for 2017 was signed off. Estimates preparations process on-going.

#### 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

Transitional arrangements in place will remain under review.

##### 5.2 STAFFING

Recruitment is on-going for all relevant divisions.

##### 5.3 ACCOMMODATION

All outstanding issues with the Clare Street offices are being followed up.

##### 5.4 FINANCIAL MANAGEMENT

SG reminded Assistant Secretaries re Vote reporting requirements.

SG noted that Bairbre NicAongusa will lead on Finance at Assistant Secretary level.

SG/Finance Team meeting weekly to support process.

Project plan on financial management is being developed to assess and manage immediate interim and longer term development of financial management systems.

##### 5.5 EXPENDITURE REPORT

Expenditure report was noted. The need to ensure drawdown by Local Authorities is up to date to promote timely drawdown of approved funds.

##### 5.6 IT SERVICES / WEBSITE

Tender to be progressed subject to SG review.

ePQ training provided to staff and now operating across the Department.

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#### 5.7 COMPLIANCE OBLIGATIONS REGISTER

The Governance Framework for the Department currently under development. Work on establishment of Audit Committee to be advanced.

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#### 5.8 PROGRESS REPORT

Maire Flanagan to review progress report.

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#### 5.9 COMMUNICATIONS/MEETINGS WITH STAFF

A newsletter was issued to staff.

### 6 AOB

Civil Service Engagement Survey – deadline has been extended to end of week. SG urged the Management Board to encourage all staff to complete.

SG noted that first phase of the Civil Service Mobility Scheme will be launching in autumn 2017. The Scheme will generate an open, fair, transparent and practical system that facilitates effective mobility of staff across the Civil Service in pursuit of development opportunities and relocation while also supporting the needs of the business.

SG updated the Management Board on the role of the Strategic Communications Unit in the Department of the Taoiseach.

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Elizabeth Canavan  
Secretary General (Acting)