

## MANAGEMENT BOARD MINUTES 9/10/2017

### ATTENDANCE:

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

Secretariat – Lynda Crawford

Colm Keenan was also in attendance

Apologies: - Bairbre NicAongusa – Assistant Secretary

### 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.

#### 2.6 FOI REPORT

FOI Report noted.

### 3. STRATEGIC MATTERS

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

It was noted that Estimates for 2018 has been settled with DPER.

## 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 HUMAN RESOURCES

An update on staffing and an updated draft of the Organisation Chart was provided. A small number of amendments proposed to lay-out of Organisation Chart.

It was noted that recruitment is on-going for all relevant divisions.

Arrangements in respect of training for staff were noted. Agreed further training needs analysis and training staff, including lunch and learn will be advanced in due course. Shorter term initiatives on the latter also to be considered.

### 5.3 ACCOMMODATION

All outstanding accommodation issues with the Clare Street offices are being followed up. It was noted that Kildare Street Staff move to Ely Place is agreed, timing to be confirmed, although this should be in a matter of weeks.

Discussions are on-going on the Department's requirements in respect of a permanent Headquarters to accommodate all staff.

### 5.4 FINANCIAL MANAGEMENT

SG reminded Assistant Secretary re Vote reporting requirements.

SG noted that a project plan on financial management is being developed to assess and manage immediate, interim and longer term development of financial management systems.

SG noted meeting scheduled for 13<sup>th</sup> October, with DHPLG on FMS arrangements for DRCD.

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#### 5.5 EXPENDITURE REPORT

It was noted that an updated expenditure report will be received at the next meeting.

SG noted the need to monitor and support Local Authorities, to promote timely drawdown of approved funds. SG asked that a short note on possible measures be prepared.

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#### 5.6 IT SERVICES / WEBSITE

An update was provided. It was noted that there have been some remaining legacy issues on IT due to the complex shared service arrangements. It was noted that IT support is responding quickly to outstanding issues.

Work is on-going on the planned migration to the OGCIO shared service environment in due course.

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#### 5.7 COMPLIANCE OBLIGATIONS REGISTER

The Governance Framework for the Department currently under development. Work on establishment of Audit Committee being finalised.

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#### 5.8 COMMUNICATIONS/MEETINGS WITH STAFF

Staff focus groups were held on the 5<sup>th</sup> (Dublin) and 6<sup>th</sup> (Ballina), provided staff with an opportunity to contribute to the Department's new Statement of Strategy and to have their opinions and suggestions heard. SG noted feedback was very positive from all divisions.

### 6 AOB

The SG notes that the deadline for the Civil Service Engagement Survey was extended to 6 October and the Department achieved a response rate of 79%.

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Elizabeth Canavan  
Secretary General (Acting)