

## MANAGEMENT BOARD MINUTES 17/10/2017

### ATTENDANCE:

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

Secretariat – Lynda Crawford

Colm Keenan was also in attendance

### 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 with minor amendments.

#### 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 Estimates for 2018 published.

The SG noted Minister Ring will be invited before the Select Committee on Rural and Community Development in relation to FREV 2017.

#### 4. MATTERS FOR DECISION

##### 4.1 CAPITAL INVESTMENT PLAN

It was noted that a submission from DRCD is currently being drafted in respect of the National Investment Plan being prepared by DPER. Further separate discussion is scheduled to finalise.

##### 4.2 DIGITAL STRATEGIES TENDER OUTCOME

The outcome of Tender Process: The Board approved the award of the contract to Indecon to work with local authorities on the development of local digital strategies.

#### 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

It was noted that recruitment is on-going for all relevant divisions. SG to meet with Assistant Secretaries to discuss divisional pressures to inform next priorities.

##### 5.3 ACCOMMODATION

All outstanding accommodation issues with the Clare Street offices are being followed up. It was noted that the bulk of Kildare Street Staff have moved to Ely Place.

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.

##### 5.5 EXPENDITURE REPORT

The updated expenditure report was noted.

SG noted that expenditure to Local Authorities is being monitored in order to promote timely drawdown of approved funds. SG asked that a short note on possible measures to support Local Authorities to achieve improvements of drawdown be prepared.

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#### 5.6 IT SERVICES / WEBSITE

An update was provided. It was noted that the remaining legacy issues on IT due to the complex shared service arrangements are being resolved.

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.

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#### 5.8 COMMUNICATIONS/MEETINGS WITH STAFF

The SG noted that the Social Inclusion & Community Activation Programme and Pobal have been shortlisted for the CSR Initiative of the Year, which recognises outstanding social, ethical, environmental and community-focused initiatives.

### 6 AOB

- The SG noted that the Department will be nominating an official to the Children First Interdepartmental Implementation Group [Children First Act 2015 and provisions relating to Children First Interdepartmental Implementation Group [Part 4 of the Act] – covered previously by Jason Kearney.
- Noted that DRCD will need to be represented on IDG relating to Brexit. William Parnell to consider appropriate level of nominee.
- Noted that an update on audit and compliance would be dealt with at next Management Board meeting.

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Elizabeth Canavan  
Secretary General (Acting)