

## MANAGEMENT BOARD MINUTES 23/10/2017

### 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.

It was noted that co-ordination unit are preparing a 3-6 months outlook as part of the communications planning. Assistant Secretaries were asked to ensure all relevant events identified.

#### 2.4 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

Government Memorandums currently circulated 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

Date for Select Committee not yet agreed to discuss Vote 42 and Further Revised Estimates.

Noted that further virements likely to be sought.

Noted that a number of issues remaining to be dealt with in respect of the 2018 Revised Estimates.

#### 4. MATTERS FOR DECISION

##### 4.1

Discussions with Minister of 18<sup>th</sup> noted regarding expenditure report and matters for follow up, these are on-going.

Noted that review of Dog and Breeding Establishment Guidelines Report near completion. To be submitted to SG prior to going to the Minister of State.

#### 5 CORPORATE & OPERATIONAL MATTERS FOR INFORMATION

##### 5.1 DEVELOPMENTS IN ESTABLISHMENT OF THE DEPARTMENT/STAFFING

It was noted that recruitment is on-going for all relevant divisions. SG thanked Assistant Secretaries for their input on divisional pressures and will incorporate information to inform next priorities.

##### 5.2 FINANCIAL MANAGEMENT

Bairbre NicAongusa updated on discussions with NSS regarding a host. No decision as yet.

SG updated on progress in respect of a number of key tasks.

Noted that a project plan to be developed.

##### 5.3 EXPENDITURE REPORT

The updated expenditure report was noted. Programme funding largely unchanged.

Salary figures to be re-examined.

Increased level of A-in-As also noted. Background to latter to be documented.

##### 5.4 CORPORATE GOVERNANCE AND COMPLIANCE

The Governance Framework for the Department is currently under development. The Charter for Audit Committee was discussed.

A draft Governance Principles and Framework document for the Department will be provided to the Management Board at the next meeting for its consideration.

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SG noted that a number of 'building blocks' in progress to support corporate governance, including Financial Procedures work underway and Risk Register need to be advanced also.

Noted the Audit Committee in process of being established.

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5.5 COMMUNICATIONS/MEETINGS WITH STAFF

Departmental Council will meet informally this week.

Further communications newsletter to be issued to staff.

6 AOB

Event to mark transfer of functions and staff from DCHG and DHPLG to be held on the 26<sup>th</sup> next, was also noted.

It was noted that Jason Kearney is Department's representative on the Children First Interdepartmental Implementation Group. He will be formally nominated.

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Elizabeth Canavan  
Secretary General (Acting)