

MANAGEMENT BOARD MINUTES 31/10/2017

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 were discussed.

2.5 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

Select Committee on Rural and Community Development scheduled for the 15 November.

2.6 FOI REPORT

FOI Report noted.

An FOI protocol will be drafted and provided to the Press Office.

3. STRATEGIC MATTERS

3.1 PREPARATION OF VOTE AND FOR ESTIMATES PROCESS

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

4. MATTERS FOR DECISION

4.1

Matters for decision by the Minister and Minister of State were discussed.

5 CORPORATE & OPERATIONAL MATTERS FOR INFORMATION

5.1 DEVELOPMENTS IN ESTABLISHMENT OF THE DEPARTMENT/STAFFING

Noted that review of priorities under way in context of on-going recruitment report back to MB in 2 weeks.

5.2 FINANCIAL MANAGEMENT

Financial procedures for DRCD to be drafted and provided to Management Board at next meeting.

Noted that a project plan to be developed, Derek Tierney DTTAS will list tasks into project plan for DRCD, list of all tasks will be provided by Finance Unit.

5.3 EXPENDITURE REPORT

The updated expenditure report was noted.

Salary figures were discussed and were within budget but further analysis by HR required to capture staff recruitment data.

5.4 CORPORATE GOVERNANCE AND COMPLIANCE

A draft Governance Principles and Framework document for the Department was provided to the Management Board for its consideration.

A memorandum on the formulation of the Department's risk management policy was provided to the Management Board to note and for decision at next week's meeting.

Noted the Audit Committee in process of being established.

5.5 COMMUNICATIONS/MEETINGS WITH STAFF

Department of Rural and Community Development
Management Board Meeting No. 14

Departmental Council met informally and discussions were constructive.

Further communications newsletter to be issued to staff as soon as possible.

6 AOB

Elizabeth Canavan
Secretary General (Acting)