

## MANAGEMENT BOARD MINUTES 07/11/2017

### ATTENDANCE:

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

Secretariat – Lynda Crawford

Colm Keenan was also in attendance

Kenneth Jordan, Principal Officer attended for item 4.2

### 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 approved subject to minor amendments.

#### 2.2 MATTERS ARISING

The Secretary General stated that an Office Notice on the role of Advisors was being drafted with a view to consideration by the Minister.

#### 2.3 COMMUNICATIONS & TOPICAL MATTERS DIARY

The diary for the forthcoming fortnight was noted. The Secretary General will consult the Minister regarding his wishes for any standard arrangements for the provision of briefing and attendance by a relevant official at meetings.

#### 2.4 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

A list of Government Memorandums currently circulated was noted and no action was considered to arise in relation to these.

#### 2.5 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

It was noted that the Minister is scheduled to attend before the Select Committee on Rural and Community Development on 15 November and that arrangements are in hand for the preparation of briefing for the Minister. It was agreed that arrangements would be made with the Private Secretary for a briefing meeting with the Minister.

#### 2.6 FOI REPORT

It was noted that one recently registered request is to be added to the table circulated for the meeting.

### 3. STRATEGIC MATTERS

#### 3.1 FINANCIAL MANAGEMENT PROJECT UPDATE

B. NicAongusa reported that a Project Plan for the development of the Department's financial and accounting systems and procedures is in course of preparation by Finance Unit. As regards the facilities currently been provided by donating departments, it was agreed that B. NicAongusa would arrange for the existing support measures involved to be formally documented with the departments concerned, such as by way of Memorandum of Understanding or exchange of letters.

The Secretary General reported that efforts are ongoing to secure the agreement of another department to host the Department's financial management system for an interim period; the Secretary General is continuing to press for an early resolution of the matter.

The Secretary General advised that she is continuing to pursue avenues for obtaining the services of an experienced officer to carry-out Head of Finance Unit responsibilities.

### 4. MATTERS FOR DECISION

#### 4.1 UPDATE ON STATEMENT OF STRATEGY

The Secretary General reported that, in light of the internal and external consultations held, work is being advanced by the Communications Unit on the drafting of the Statement of Strategy for early submission to the Management Board.

#### 4.2 DRCD INPUTS TO PREPARATION OF THE NATIONAL PLANNING FRAMEWORK/NATIONAL INVESTMENT PROGRAMME

Kenneth Jordan, Principal Officer, briefed the Management Board on the proposed approach to be taken by the Department in submissions to be made to DPER. The approach outlined was further developed in discussion with the Management Board for incorporation into the submissions. The proposed approach is to be cleared with the Minister prior to submission to DPER by the end of the current week.

### 5 CORPORATE & OPERATIONAL MATTERS FOR INFORMATION

#### 5.1 HR UPDATE

The Secretary General thanked the Assistant Secretaries General for their respective inputs to identification of priorities for the assignment of new staff. This is currently being examined and the Secretary General intends to revert to the Management Board on the matter at the next meeting.

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## 5.2 ACCOMODATION

It was noted that Floor Plans addressing the Department's needs are awaited from the OPW and that it is expected that plans will be received in the current week. The Secretary General informed the Management Board that the personnel handling the Department's accommodation needs will prepare a project plan on accommodation and ICT for consideration by the Board.

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## 5.3 COMMUNICATIONS UPDATE

The Secretary General noted that the Department would be represented at a meeting of the Government Communications Strategy Group to be held during the current week. The Secretary General noted that it remained the case that the Department was among a small initial number of departments prioritised for assistance from the Strategic Communications Unit in the areas of logo and website.

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## 5.4 EXPENDITURE REPORT

B. NicAongusa provided an updated expenditure status report to the Management Board. Having regard to the current position, it was agreed that W. Parnell would further examine certain subheads in the Rural Programme in relation to estimated outturn.

Specific recent spending initiatives relating to Coillte, Agricultural shows and Tidy Towns were discussed and necessary actions to be taken were identified. The timelines to conclude these matters was noted.

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## 5.5 CORPORATE GOVERNANCE AND COMPLIANCE

It was agreed that documents previously circulated in relation to Governance Principles and Framework and to establishing the Department's risk management policy would be considered together at the next meeting. Jason Kearney, Principal Officer, will be invited to attend the meeting to present on the former matter.

The Secretary General reported that arrangements to establish the Audit Committee are well advanced and that her efforts are ongoing to secure a Chair of the Committee.

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## 5.6 SCHEDULE OF FUTURE ITEMS

It was agreed that David Dalton, Principal Officer would attend the next meeting of the Management Board to present on policy and developments for public library services.

The Assistant Secretaries will propose other policy and operational areas in respect of which the relevant Principal Officers would be invited to make presentations to the Management Board over the coming months.

6 AOB

It was noted that responsibility for the Community Services Programme would transfer to the Department with effect from 1<sup>st</sup> January, 2018 and that the preparation of the necessary Transfer of Functions Order is a matter for the existing parent department. An update will be sought.

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Elizabeth Canavan  
Secretary General (Acting)