

## MANAGEMENT BOARD MINUTES 13/11/2017

### ATTENDANCE:

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

Secretariat – Lynda Crawford

Colm Keenan was also in attendance

David Dalton, Principal Officer; Paul Geraghty, Assistant Principal Officer; and Eileen Davy, Executive Officer attended via video conferencing facilities for item 4.2

Jason Kearney, Principal Officer attended for item 5.5

### 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

Developments that had taken place in relation to matters arising from the previous meeting were noted and actions to be taken in relation to outstanding matters were identified.

#### 2.3 COMMUNICATIONS & TOPICAL MATTERS DIARY

The diary for the forthcoming fortnight was noted.

It was decided that the Secretary General, both Assistant Secretaries and Brendan Mahon, Assistant Principal, would attend with the Minister before the Select Committee meeting on 15<sup>th</sup> November.

#### 2.4 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

A list of Government Memorandums currently circulated was noted and it was agreed that a memo relating to the preparation of legislation by another department would be examined by Rural Division with a view to the possible provision of observations.

Inclusion in Minister's diary of meeting of Cabinet Committee D (Infrastructure) on 15<sup>th</sup> November to be confirmed.

The Cabinet Secretariat to be contacted regarding inclusion of the Assistant Secretaries on senior officials' document circulation lists.

It was agreed that the Department would provide observations on the proposed Public Service Reform Plan.

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

The schedule for the week was noted.

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#### 2.6 FOI REPORT

FOI Report noted.

### 3. STRATEGIC MATTERS

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#### 3.1 FINANCIAL MANAGEMENT PROJECT UPDATE

It was noted that the Department's Financial Project Management Team would be meeting later in the day.

The Secretary General reported that agreement of the Department of Justice and Equality (Financial Shared Services, Killarney) had recently been obtained to hosting the Department's financial management system for an interim period. It was noted that a meeting with the key personnel in FSS and the departments involved is to take place on 16<sup>th</sup> of November to commence the necessary transition work.

The Secretary General informed the Management Board that she is in contact with PAS about the filling of the Head of Finance post and the assignment of an Assistant Principal Accountant Grade and that the urgent need to fill these posts has been conveyed.

### 4. MATTERS FOR DECISION

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#### 4.1 UPDATE ON STATEMENT OF STRATEGY

The Secretary General stated that she intends to meet later this week with the staff working on preparation of the Strategy with a view to having a draft available for circulation to the Management Board for consideration at its next meeting.

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#### 4.2 POLICY AND DEVELOPMENTS FOR PUBLIC LIBRARY SERVICES

David Dalton led a presentation by his Team on the current status of work to prepare A Strategy for Public Libraries 2018-2022. The presentation covered the extensive consultations held to-date; the key targets identified; the proposed strategic programmes and the strategic enablers. The Management Board noted the advanced stage and comprehensive nature of the work done so far on preparing the Strategy. It also noted very significant developments already initiated in the delivery of library services to the public, such as national access to stock. The Board offered comments on a number of aspects of the Strategy which were noted by the Team.

The Management Board thanked the Team for the excellent presentation made and for the very considerable work done to-date on preparing the Strategy.

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#### 4.3 SCHEDULE OF FUTURE ITEMS

The Secretary General requested that information previously identified under this heading be made available by the Assistant Secretaries for consideration at the Management Board's next meeting.

### 5 CORPORATE & OPERATIONAL MATTERS FOR INFORMATION

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#### 5.1 HR UPDATE

The Secretary General stated that work on the preparation of a list of priorities for the assignment of staff is being progressed with the aim of reverting to the Management Board on the matter at the next meeting.

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#### 5.2 ACCOMMODATION

It was noted that Floor Plans addressing the Department's needs are to be provided by OPW this week.

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#### 5.3 COMMUNICATIONS UPDATE

The Secretary General noted that the Department was represented at a meeting of the Government Communications Strategy Group held on 8 November and said that a note of the meeting prepared by the official who attended would be circulated to Management Board members for information.

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#### 5.4 EXPENDITURE REPORT

B. NicAongusa provided an updated expenditure status report to the Management Board. W. Parnell to enquire with the relevant Unit about the latest information available from Local Authorities on their capacity to spend allocated funding, in accordance with the applicable terms, before the end of the current year. B. NicAongusa to make arrangements for sanction to be sought from DPER to cover advance payment provision under RAPID.

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#### 5.5 CORPORATE GOVERNANCE AND COMPLIANCE

On foot of a memorandum previously circulated, Colm Keenan presented to the Management Board on the initiation of steps to develop a Risk Management Policy and Risk Register for the Department. The approach outlined in the memorandum was agreed by the Board as the basis for moving forward with work on drafting the Policy. The Management Board also agreed that Principal Offices be contacted in order to ascertain their views/suggestions, at an early date, on the possible categories of information to be set down in a standard risk register template.

Jason Kearney presented to the Management Board on a previously circulated draft document on Governance Principles and Framework. The Management Board thanked Jason for the very considerable

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work done on bringing the draft to its current advanced stage of drafting. It noted some additional areas to be included in a revised draft and requested that this be available for consideration by the Board at its meeting on the 27 November.

A previously circulated initial draft Compliance Framework prepared by C Keenan was considered by the Management Board in conjunction with the draft Governance document. It was agreed that the Assistant Secretaries would circulate the draft Compliance Framework to Principal Officers in their respective Divisions with a request that their views and suggestions be copied to C Keenan and J Kearney.

6 AOB

The Management Board agreed that staff would be offered the flu jab with the cost to be met by the Department.

The Secretary General informed the Management Board that under an OGP Project Management Framework Agreement, arrangements were being made to avail of expert assistance for a short period to assist and inform necessary developments in core corporate areas such as HR, governance, ICT and finance.

A Circular (19/2017) from the Department of Public Expenditure and Reform relating to 'Arrangements for recording and utilisation of Eircodes within the Public Service' was noted and the Management Board noted that this would be circulated to Principal Officers for information and implementation.

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Elizabeth Canavan  
Secretary General (Acting)