

## MANAGEMENT BOARD MINUTES 20/11/2017

### ATTENDANCE:

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

Secretariat – Lynda Crawford

Colm Keenan was also in attendance

Clodagh McDonnell, Principal Officer, Gareth Makim, Assistant Principal Officer attended for 4.1, 5.1.

StJohn O’Connor, Principal Officer attended for item 5.1 and 5.2.

### 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 approach to consult Principal Officer’s on an individual basis about the Department’s Risk Register was discussed. It was decided that the Management Board would await responses from the Principal Officers before deciding and decide if there should be an arrangement made to consult them as a group.

#### 2.3 COMMUNICATIONS & TOPICAL MATTERS DIARY

The diary for the forthcoming fortnight was noted.

#### 2.4 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

A list of Government Memorandums currently circulated was considered and it was noted that there were no matters requiring action by the Department.

The Secretary General noted that Cabinet Committee A (Economy) and Cabinet Committee D (Infrastructure) were scheduled to meet on the 23<sup>rd</sup> November.

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

The schedule for the week was noted.

The Secretary General noted that the Joint Committee on Rural and Community Development is scheduled to meet on the 29<sup>th</sup> November to discuss the Rural Action Plan and it was agreed that William Parnell would attend with members of his division.

It was noted that the matter of including the Department on the Dáil PQs roster was currently being considered by the Government Whip's Office.

---

## 2.6 FOI REPORT

FOI Report noted.

## 3. STRATEGIC MATTERS

---

### 3.1 FINANCIAL MANAGEMENT PROJECT UPDATE

BNicA briefed the Management Board on the recent meeting with key personnel in FSS and the other Departments involved in commencing the project for the establishment of DRCD as part of the financial management system in Killarney for the 2018 financial year.

The Secretary General noted that the aim of all concerned is to have the Department's financial management system operational as part of the D/Justice FSS by the end of next January.

It was agreed that the Financial Project Update and the Department's Expenditure would be taken together on the agenda of future meetings.

## 4. MATTERS FOR DECISION

---

### 4.1 UPDATE ON STATEMENT OF STRATEGY

Clodagh McDonnell and Gareth Makim briefed the Management Board on work done to prepare the current draft of the Statement of Strategy. They reported that further to the extensive consultation initiatives take, over 30 submissions were received as well as inputs from staff of the Department. They envisaged further engagement with the Department's Principal Officers relating to framing actions and outputs under the Strategy.

There was a discussion on the preliminary draft circulated prior to the meeting which included importance of the whole-of-government dimension, linkage to the Programme for Government, the Department's role as a co-ordinator of policy development, and positioning actions/outputs at a high level. The importance of acknowledging the Department's key partners and stakeholders was also noted. It was agreed that the Assistant Secretaries would review the preliminary draft document and revert with comments by the end of the current week. Following such comments, the input of Principal Officers would be sought for the purpose of preparing a revised draft for the Management Board to consider at its meeting in two weeks' time.

The Management Board expressed their appreciation to Clodagh and Gareth for the considerable and high quality work they have carried out to-date on the preparation of the Statement of Strategy.

---

#### 4.2 SCHEDULE OF FUTURE ITEMS

WP identified Social Enterprise Policy, Atlantic Economic Corridor and Rural Proofing as items in his Divisional area of responsibility for future discussion by the Management Board.

### 5 CORPORATE & OPERATIONAL MATTERS FOR INFORMATION

---

#### 5.1 HR UPDATE

StJohn O'Connor spoke to a briefing paper on HR update on vacancies and assignments that was circulated to the Management Board in advance of the meeting. The contents of the paper were discussed by the Board. The Management Board agreed the steps set out in the paper and the initiation of arrangements to hold internal promotion competitions during January. It was also decided that staff should be made aware of these developments as part of a Staff Notice currently being prepared for early issue.

It was noted that the Community Division would be engaging with the Department of Employment Affairs and Social Protection on Departmental administration of the Community Services Programme and that this would inform consideration of the matter of staff resource allocation for that purpose.

The Management Board acknowledged the very considerable progress made by StJohn O'Connor and Ciara Bates to build up from scratch the Department's capabilities in the HR and Corporate services areas.

---

#### 5.2 ACCOMODATION

StJohn O'Connor briefed the Management Board on the proposed floor plans for the Department's new Headquarter offices and on the ongoing engagement with OPW in the matter.

In light of current service shortcomings in the area, the Management Board considered the question of procuring an external telephone answering service immediately. The Board was satisfied to proceed accordingly, subject to Union agreement.

The Management Board was also satisfied for steps to be taken to procure a new time and attendance system (flexi time system).

The Management Board noted the possible level of expenditure involved in providing the Department with access to latest IT equipment and capability; it noted that scoping work was ongoing in relation to IT changeover.

---

#### 5.3 COMMUNICATIONS UPDATE

No issues arose for discussion under this item.

---

#### 5.4 EXPENDITURE REPORT

BNicA provided an updated expenditure status report to the Management Board. The Secretary General requested further information on expenditure/estimated outturn. The Secretary General also requested information relating to the Western Development Fund.

It was noted that a global provisional outturn for the REV is to be provided to DPER by the 22<sup>nd</sup> of November and the Management Board noted the elements to be settled in order to determine the figure to be provided.

#### 6 AOB

The Management Board agreed that the Social Inclusion and Communities Unit will provide a suitable nominee to the Strategy Committee on the Implementation and Monitoring of the National Strategy for Women and Girls 2017-2020.

The Secretary General advised that a small internal team is looking at the preparation of standard procedures for staff in the area of parliamentary affairs.

The Secretary General noted that, as agreed at the previous meeting, the Assistant Secretaries would circulate the draft Compliance Framework to Principal Officers for feedback.

The Secretary General advised that the previous Friday she had received a draft copy of the National Investment Plan 2018 – 2021 and would forward it to the Assistant Secretaries for their examination.

---

Elizabeth Canavan  
Secretary General (Acting)