

MANAGEMENT BOARD MINUTES 27/11/2017

ATTENDANCE:

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

Secretariat – Lynda Crawford

Colm Keenan was also in attendance

Jason Kearney, Principal Officer attended for item 5.4.

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 amendments.

2.2 MATTERS ARISING

No issues arose for discussion under this item.

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.

2.5 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)

The schedule for the week was noted.

2.6 FOI REPORT

The FOI summary report was noted.

It was agreed that the Management Board will be added to the notification list circulated for information regarding decisions made on the release of records under FOI.

3. STRATEGIC MATTERS

FINANCIAL MANAGEMENT PROJECT UPDATE & EXPENDITURE REPORT

BNicA updated the Board on the current status of arrangements to have the Department's financial payments and reporting system hosted by FSS, Killarney. It was noted that FSS will draft a Service Level Agreement in the matter. It was further noted that the Department may be required to cover the cost of the involvement of Accenture personnel on the work involved.

BNicA reported that the Finance Unit was continuing to engage with DPER in relation to sanction for virements and the finalisation of the REV 2018.

It was agreed that a column showing projected outturn for each subhead would be added to the template for expenditure reports to the Board for future meetings.

4. MATTERS FOR DECISION

4.1 UPDATE ON STATEMENT OF STRATEGY

It was noted that Assistant Secretaries would provide feedback on the draft as previously discussed by the Board.

4.2 SCHEDULE OF FUTURE ITEMS

B NicA identified SICAP 2018-2022, Implementation Plan for Framework Policy on Local and Community Development and Supporting Philanthropy as items in her Divisional area of responsibility for future presentations by respective Heads of Unit to the Management Board.

It was decided to arrange for a presentation to be made on SICAP at the Board meeting on 4th December.

5 CORPORATE & OPERATONAL MATTERS FOR INFORMATION

5.1 HR UPDATE

It was noted that a staff newsletter was issued on the 24th November.

5.2 ACCOMODATION

No issues arose for discussion under this item.

5.3 COMMUNICATIONS UPDATE

No issues arose for discussion under this item.

5.4 CORPORATE GOVERNANCE

Jason Kearney presented a revised draft of the Department's Code of Governance. It was agreed that some further amendments would be made to the document as a result of input from the Board and it was agreed that a revised draft will be circulated to the Management Board. It was noted that Colm would liaise with Jason regarding the Compliance table to be appended to the draft Code.

The Board thanked Jason for his work on preparation of the draft Code.

6 AOB

It was agreed that a standing item on the agenda for future Management Board Meetings will be an update on priorities for each Assistant Secretary for the coming week.

Elizabeth Canavan
Secretary General (Acting)