

MANAGEMENT BOARD MINUTES 09/09/2017

ATTENDANCE:

In attendance: Chair – Liz Canavan – Secretary General, William Parnell – Assistant Secretary, Bairbre NicAongusa – Assistant Secretary, StJohn O'Connor – Principal Officer

Secretary – Lynda Crawford

Apologies – Colm Keenan

1. STATEMENT OF INTEREST

No conflicts.

2. COMMUNICATIONS & TOPICAL MATTERS DIARY, MINUTES OF PREVIOUS MEETING & MATTERS ARISING

2.1 PREVIOUS MINUTES

The minutes from the previous meeting were discussed and final versions will be circulated.

2.2 MATTERS ARISING

Matters arising covered under other agenda items.

2.3 COMMUNICATIONS & TOPICAL MATTERS DIARY

The Diary for the forthcoming week was noted.

2.4 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES

The Board noted the Department's Government memorandum on Pobal Board appointments is being prepared for submission.

Government Memorandums currently circulated for observations by the Department were discussed. It was agreed that observations should be cleared via the Secretary General's Office and Ministers offices.

The Board noted scheduled Cabinet Committee meetings.

2.5 FOI REPORT

The preparation of DRCD FOI Protocol was discussed.

3. STRATEGIC MATTERS

3.1 STATEMENT OF STRATEGY / CORPORATE GOVERNANCE

The Board noted that work is on-going.

3.2 PREPARATION OF VOTE AND FOR ESTIMATES PROCESS

SG provided an update on progress on the preparation of various elements. In summary:-

Revised Estimates for 2017 for the establishment of Vote 42 are being finalised.

2018 Capital bid has been submitted.

2018 Current bid is being finalised.

4. MATTERS FOR DECISION

An update was provided on submissions being prepared for Minister Ring.

5. CORPORATE

5.1 DEVELOPMENTS IN ESTABLISHMENT OF THE DEPARTMENT

The delegation of functions to the Minister of State, Seán Kyne T.D., has been agreed between Ministers. The Government Memorandum and associated statutory instrument will be finalised shortly for submission.

In order to manage the transition and deal with current pressures, the following interim arrangements were noted.

- Colm Keenan and Kevin Power will be assigned to Finance functions associated with the collation of information and preparation of the Revised Estimate for 2017 and the current bid for the 2018 Estimates campaign.
- StJohn O'Connor will hold responsibility for HR, IT and accommodation, with Ciara Bates assisting on HR functions.
- Jason Kearney and Gareth Makim will continue with the preparation of the Corporate Governance Framework.
- Clodagh McDonnell and Gareth Makim will continue with the preparation of the Statement of Strategy.
- Jason Kearney will take responsibility for the work associated with the Charities Regulatory Authority.

5.2 STAFFING

- The overall structure of the corporate spine is still being finalised and will depend, in part, on the final resourcing available in the context of the Estimate 2018.
- Recruitment of staff members for the key pressure areas is ongoing with the broad numbers agreed to date by DPER.
- A forward-looking recruitment plan is being prepared.
- It was noted that the Secretary General has agreed the Departmental Council should be invited to meet and contact will be made with the relevant union representatives to formally establish the Council.

5.3 ACCOMMODATION

Department of Rural and Community Development
Management Board Meeting No. 7

The Ministers Office, the Secretary General's Office and Community Division will move into their new offices in Clare Street on Thursday, the 14 September.

5.4 BUDGETS

The Secretary General requested the Assistant Secretaries to contact transferring Departments to arrange for appropriate Vote reporting.

5.5 IT SERVICES / WEBSITE

StJohn O'Connor informed the board that the offices in Clare Street will be fully operational on Thursday the 14th September. The DRCD mail addresses are live and work is progressing on the ePQ system.

The Departments website will be further developed to reflect the progression of all policy areas. The Secretary General will review outline submitted so it can be progressed.

6. COMPLIANCE OBLIGATIONS REGISTER

Nil

7. PROGRESS REPORT

Nil.

7.1 COMMUNICATIONS / MEETINGS WITH STAFF

Nil.

8. AOB

There was a brief discussion on relation to the upcoming ploughing championships.

Elizabeth Canavan
Secretary General (Acting)