

## **Management Board Meeting Minutes**

**(Held by Skype)**

**Monday 13 December 2021 at 10.30pm**

**Attendance:** Secretary General (Fergal Lynch); Bernie McNally; Dermot Ryan; Carol Baxter; Laura McGarrigle; Conor Rowley and Anne-Marie Brooks.

Miriam Kenna reporting.

**POs attending:** Simon Conry and Michele Clarke

### **1. Minutes of Last Meeting**

The minutes of meeting of 12 November 2021 were agreed.

### **2. Matters Arising**

There were no matters arising.

### **3. ELC/SAC Finance update /bi-annual report on compliance**

#### **Finance update:**

Sinead Reilly, Fergal Conlon, Siobhan McIntyre and John Armstrong attended for this item. SR presented on a detailed paper which had been circulated prior to the meeting. FC gave a brief outline of the highlights of the work including ongoing Covid supports, NDP/capital budgets, recoupment of overpayments, debtor management and treatment of legacy debt. SR said that the Department would continue to work closely with Pobal on each of the major areas of interest. She noted that Pobal's Programme of Work for 2022 would shortly be finalised with a view to sign-off by the SG and by the CEO of Pobal.

#### **Compliance Update:**

Emer Musonda, Paul Orde and Laura Brady joined Sinead Reilly for this item the MB. A paper had been circulated prior to the meeting. EM reported that Covid 19 restrictions continue to hamper standard compliance checks but work is continuing to ensure adherence to the scheme rules. Desk-based inspections continue, and site visits had recommenced in November 2021.

Among the issues raised in the MB discussion that followed were: ensuring that we are satisfied with the level of compliance and oversight; the need to differentiate between levels of non-compliance, taking account of the seriousness of each type of non-compliance; and the importance of good communication of procedures.

The MB thanked all of AMB's team for their continuing work on both areas of the Division's work that was considered today.

#### **4. Draft Communications Strategy**

Pamela Carter, Nuala Walsh and Sascha O'Toole attended for this item. PC presented on a paper which had been circulated prior to the meeting. This document is a working draft of a Strategy document which is a key priority for the unit. PC noted that the proposed strategy was for external communications, and that internal communications would continue to receive attention also.

NW and SO'T outlined the four pillars of the Strategy to date - the need for proactive communications, accessible communications, 'impactful' communications and responding to misinformation. The MB welcomed the approach proposed in the draft, and agreed that work on finalising the Strategy should proceed. They noted in particular the value of business partnering, the importance of developing a house style, and the need to identify priority areas and messages. The MB also noted the need to include local communities and elected representatives, and to identify and work with other key influencers.

The MB thanked PC and her team for the work on this and looked forward to reviewing a final draft of the Strategy.

#### **5. Transition Project for the Growing Up in Ireland Study**

Anna Visser and Clare Farrell attended for this item. A paper had been circulated prior to the meeting. AV gave a brief overview of the key areas, noting that the main focus now would be the transfer of responsibility for GUI to the Central Statistics Office from 2023 as previously agreed by the Government in April 2019.

FL thanked AV and her team for their work on this and said that there would be a deeper discussion at a future MB meeting.

#### **6. For noting**

The papers circulated under this heading were noted, including the brief updates supplied by MB members.

Some changes to the dates for Memos for Government were noted:

- The Memo on The Birth Information and Tracing Bill would be brought to Government on 21 December.
- The Memo on Special Rapporteur on Child Protection – Annual Report 2020/2021 would now be brought in January.

#### **7. AOB**

A revised Departmental priority list to reflect the discussion at the MB on the 1 December had been circulated to all MB members. Following some further modifications it was agreed that this would be submitted to the Minister for his approval.

#### **8. Next Meeting**

The next MB meeting was confirmed for Monday 10 January 2022 at 10.30pm.