

## **Management Board Meeting Minutes**

### **Monday 11 June 2018, 10.30**

**Attendance:** Secretary General (Fergal Lynch), Bernie McNally, Dermot Ryan and Éimear Fisher. Michelle Shannon (part of meeting). Miriam Kenna reporting.

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

The minutes of meeting of 5 June 2018 were agreed.

#### **2. Matters Arising**

There were no matters arising.

#### **3. Brief Updates**

EF provided updates on (i) section 3 proposals (ii) HIQA report on Tusla (iii) Children in public and private law cases (iv) Operation Neolithic (draft terms of reference) (v) National Review Panel (vi) Educational Welfare (Private Members' Bill) (vii) BOBF (mid-term review) and (viii) Tusla Board.

DR provided updates on (i) tailored GDPR training for MB on 2 July (ii) Adoption (Information and Tracing) Bill (iii) DCYA workforce planning (iv) Oberstown pay and pensions transferred to DCYA and (v) proposals for a further SAVI study.

BMcN provided updates on (i) ACS Bill (ii) ACS (ICT contract) (iii) EY Strategy (Open Policy Debate, 7 June) (iv) Cabinet Committee discussion of EY Strategy and follow-up work on economic aspects of female labour participation and (v) Pobal (programme of work).

MS provided updates on (i) Adoption (Information and Tracing) Bill (briefing of Oireachtas members on 13 June) (ii) incorrect registrations (iii) Commission on Mother and Baby Homes (Collaborative Forum selection panel; AG's response awaited re Tuam burial site issues) (iv) FOI (Tuam) (v) Oberstown (Seminar on Mental Health) (vi) Scouting Ireland (Jillian van Turnhout forthcoming report) and (vii) LGBTi Strategy.

#### **4. Approach to Mid Year Review of Business Plans**

Following FL's email of 6 June, it was agreed that the Departmental Business Plans would be reviewed at meetings to be held in the coming weeks. There would be one meeting per Division, to be attended by all MB members and the POs/heads of unit of the Division being considered. POs would be asked to submit a one-page update on progress since January, identifying areas of progress, delay and/or unplanned additional items emerging. There would be a formal opportunity to revise Business Plans as required, and a reassessment of key risks under the Unit Risk Registers as needed.

DR's area will organise and the meetings are to be completed by 13<sup>th</sup> July.

## **5. Arrangements for the Governance and Performance Oversight of Tusla**

John Lohan attended for this item. The MB discussed a paper that had been circulated in advance which proposed revised arrangements for formal reporting/engagement with Tusla in relation to governance and performance. Among the points made were the need to consider where Tusla's long-term role should lie, particularly in moving beyond the most immediate role of child protection (e.g. early years, youth services, Oberstown); the importance of appointing a head of governance as had been previously agreed; and the case for bringing forward the periodic critical review that would be due after five years under the Code of Practice for the Governance of State Bodies.

It was agreed that the draft proposals should be shown informally to the CEO of Tusla for an initial discussion, and to the Minister for her agreement following any further development of it. EF confirmed the invitation to relevant POs and Assistant Secretaries for a discussion on Tusla business planning issues on 26 June, and MB members agreed to revert with any comments on a draft questionnaire on the subject that JL circulated at the meeting.

## **6. PMDS update**

The MB considered a note circulated by HR which reported that, as of 7 June, 66% of staff had completed their goal-setting for 2018. FL expressed serious concern that some 33% of all staff had not yet completed their goal-setting on the system, in the first week of June. It was noted that this figure would include recently-arrived staff and those on long-term sick leave. However, these numbers would not account for a significant proportion of the one-third non completion rate.

It was agreed that each MB member would review their respective PMDS lists supplied by HR and ensure that all staff completed goal-setting as a matter of urgency, working with their POs. The MB would review an updated report from HR on the matter in two weeks' time, i.e. 25 June.

## **7. For Noting**

The MB noted that Oral PQs have been scheduled for Wednesday 13 June. FL asked for priority to be given to these.

## **8. Next Meeting**

The next MB meeting was confirmed for Monday 18 June at 10:30