

## **Management Board Meeting Minutes**

### **Monday 11 March 2019, 11:00**

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

**POs Attending:** Simon Conry and Michele Clarke.

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

The minutes of meeting of 25 February 2019 were agreed.

#### **2. Matters arising**

FL said would circulate a paper later in the day for the quarterly meeting on 25 March.

#### **3. Workforce planning for Early Learning and Care and School Age Childcare.**

Ronan McCabe attended for this item on behalf of Toby Wolfe. BMcN outlined the background to the paper on the proposed approach to workforce planning in the ELC and SAC sector, circulated in advance of the meeting. She outlined the major problems facing the sector including poor retention, low pay rates, insufficient career structure development, and part time contracts. Steps to improve matters included the forthcoming National Childcare Scheme, changes to the Regulations for the recruitment of EY inspectors, *First 5* actions and implementation of *Siolta* and *Aistear*.

The MB considered and commented on the two-phase approach to workforce planning proposed in the paper. The first would focus on vision and key objectives, to be followed by a second phase that would translate the vision into detailed actions and implementation plans. DCYA would chair the first phase, and the second would be chaired through relevant sub-groups by either DCYA or DES depending on the subject matter.

The MB made a number of suggestions for improvements to the draft, which would now be incorporated into a revised version in advance of sign-off by the SGs of DCYA and DES.

#### **4. International Inputs – DCYA Policy and co-ordination.**

Lara Hynes joined the meeting for this item and presented a paper on the management of the international elements of the Department's work. The paper noted the number of units with responsibility for individual international-related matters, the fact that no one unit had a strategic overview, and that it was not always clear who was or should be responsible for certain items. The paper summarised which units had an involvement, and noted that more work was needed to map the full extent of the Department's work in this area.

It was agreed that, as proposed in the paper, a sub group of the SMT would be invited to do some further work on the issues raised. This would serve as an input to consideration of the matter by Mazars as part of the Phase II Organisational Structures project. FL would issue a

note to the SMT group and LH would follow up seeking volunteers. The MB thanked LH for her work on this important issue.

## **5. Internal Audit Unit – Key Issues**

Larry Byrne, HIA attended for this item. FL said that he intended to invite the Head of Internal Audit to the MB for updates and discussion on a bi-annual basis. The MB noted the documents circulated in advance, comprising LB's own report, the Committee's Annual Report for 2018 and FL's response to it as Accounting Officer.

LB gave an update on the audits which have been carried out by his unit. He welcomed the co-operation he and his team had received from the different units. He brought the MB's attention to (i) Internal Audit function within Oberstown and (ii) the need to update regularly the 'recommendations register' which tracked progress in implementing Audit Reports.

In line with his commitment in his letter of 22 February to the Chair of the Audit Committee, FL asked MB members to draw their respective POs' attention to (i) updating the recommendations register without delay and (ii) ensuring that management responses had a clear deadline for implementation and that they identified who would be responsible for implementation. The MB acknowledged the high quality of the audit reports produced and welcomed the increased number of reports following the increase in staffing resources.

## **6. For Noting**

Finance Unit's report on Vote 40 *Provisional Outturn Expenditure Analysis 2018* was noted.

It was noted that the next Oral PQ session was scheduled for 28 March 2019.

## **7. AOB**

The MB offered condolences to Toby Wolfe, who had been due to attend for item 3 above, on the death of his father.

FL reminded MB members that weekly updates must be saved to the Hive on a weekly basis, as agreed in the revised ToR. These should be cleared by MB members. It was agreed that POs would have access (read only) to the MB Hive site in order to view all divisional updates.

FL and MS will visit Limerick University on Thursday 14 March to meet with Sean Redmond and the team working on the REEPP project.

EF advised that the position for CEO of Tusla would be advertised on 22 March.

## **6. Next Meeting**

The next MB meeting was confirmed for Monday 25 March 2019 at 9:30, in the Mespil Hotel.