

## **Management Board Meeting Minutes**

### **Monday 07 October 2019, 10.30**

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

**PO Attending:** Mary Johnson

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

The minutes of meeting of 23 September 2019 were agreed.

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

There were no matters arising.

#### **3. Protected Disclosures Policy**

Simon Conry attended this item and was joined by Kate O'Donnell from the IPA Governance Unit. Ms O'Donnell has assisted with the drafting of the Protected Disclosures Policy for the Department.

SC provided some background to the policy and its main purpose. KO'D outlined the main features of the draft policy, including the reporting regime, and to whom and how a Protected Disclosure (PD) can be reported.

The MB discussed the proposed policy document and welcomed its preparation. Comments on it included the clarity of the document, the importance of awareness raising and training (some of which had previously taken place) and the case for communicating it by way of a Town Hall meeting for staff, or a similar type event. The MB also welcomed the proposed designation of Mary Johnson as Protected Disclosures Co-ordination Manager under the policy.

The MB approved the draft in principle, subject to any comments or suggestions that might be made by Tusla Governance and Performance Unit (John Lohan and Sinead McEvoy) bearing in mind their experience of dealing with PDs. The document could be formally signed off by email if possible.

#### **4. Budget 2020**

The discussions with the Minister earlier that day in relation to Budget 2020 were noted.

#### **5. SMT Debrief: Organisational Restructuring**

Vera McGrath attended for this item. The MB reviewed the outcome of the SMT meeting of 26/27 September and agreed an approach to the follow-up meeting scheduled for 10 October.

#### **6. Brexit Update**

The MB noted the document prepared by Albert O'Donoghue on the implications for the Department in the event of a No-Deal Brexit. Progress on each area was noted, including

the Health and Childcare Miscellaneous Provisions Bill 2019 which was due to complete all stages shortly.

It was agreed that continuing vigilance was required in order to be ready for Brexit, and that the Department had done all it possibly could to date to deal with what could be involve unpredictable outcomes.

#### **7. For Noting**

BMcN briefed the MB on a letter received from the Data Protection Commissioner in relation to the National Childcare Scheme in the context of the Public Services Card and MyGovId.

The MB noted the documents circulated in advance, including two Internal Audit Reports:

1. DCYA Dormant Accounts Funding
2. DCYA Payroll 2019 Final Report.

It was noted that both reports contained a 'reasonable assurance' assessment.

It was confirmed that Oral PQs for the Minister were scheduled for 22 October.

#### **8. AOB**

DR requested that ICT/BTS Desktop Service be added to the agenda for the MB meeting of 21 October, and this was agreed.

#### **9. Next Meeting**

The next meeting of the MB was confirmed for 21 October 2019 at the later time of 11.30am to facilitate preparation of Oral PQs.