Civil Service Management Board – 27 February 2015

The list of attendance is appended.

Implementation of Civil Service Renewal Plan

The CSMB noted the monthly report on implementation of the Plan, including each of the Priority Actions. It was agreed that:

- Sec Gen sponsors would provide updates to the PMO, where possible, in the same format in relation to other Actions where implementation is underway; the PMO can support, as required;
- an information note would be prepared by D\PER on policy and practice across the Civil Service in relation to opportunities for professional, industrial and general service streams to compete in promotion competitions;
- a more detailed schedule for phasing all the actions over the lifetime for the Plan will be prepared for consideration at the next meeting, and
- a project manager has been appointed and a draft template for a common governance standard (Action 3) for Management Boards should be available for consideration by the CSMB in April.

Open Policy Debates (Action 22.2)

The CSMB discussed the Paper circulated and agreed the approach proposed, on the basis that the exact format of each event will be tailored somewhat according to the issue. Some further topics were suggested for inclusion in the list of proposed events. It was agreed that a central contact point will be nominated to act as liaison for Departments.

Civil Service Excellence and Innovation Awards (Action 13.1)

The CSMB noted that proposals are being developed and will be submitted to the next meeting.

Staff Engagement Survey (Action 25)

The CSMB noted that some issues need to be resolved in relation to scope and timelines of the project. Key areas in relation to benchmarking with other organisations and the need to have an action plan focusing on the results were also highlighted. Members will be circulated with an update on progress and there will be a full discussion at the next meeting.

CSMB Work Programme

The schedule for decisions on the priority actions by the CSMB over coming meetings was noted. More detailed timelines to ensure these targets for the priority actions are met will be prepared for the next meeting.

Communications

The CSMB noted the recent successful Townhall Meetings around the country and that the Government will shortly publish an Annual Progress Report on Public Service Reform.

Members were briefed on the Public Service Reform Conference taking place on 9 March and any Departments interested in taking a stand at the event were asked to contact D\PER.

Attendance

Martin Fraser, D\Taoiseach (Chair)
Robert Watt, D\PER
Niall Cody, Revenue
John McCarthy, D\ECLG
Aidan O'Driscoll, D\AFM
Clare McGrath, OPW
Joe Hamill, D\AHG
Noel Waters, D\JE
Fiona Tierney, PAS
John Murphy, D\JEI
Seán O'Foghlú, D\ES
Fergal Lynch, D\CYA
Derek Moran, D\Finance
Mark Griffin, D\CENR

Apologies
Niall Burgess, D\FA
Maurice Quinn, D\Defence
Padraig Dalton, CSO
Jim Breslin, D\Health
Tom O'Mahony, D\TTS
Niamh O'Donoghue, D\SP
Liam O'Daly, AGO

Secretariat
John Shaw, D\Taoiseach
Orlaigh Quinn, D\PER

Appendix – Minutes of Sub-Group Meetings

CSMB Governance Steering Group Meeting 10 February 2015

Minutes

Members: Martin Fraser(Chair), Robert Watt , Fergal Lynch, John Murphy, Mark Griffin, Seán Ó Foghlú, Maurice Quinn, Niall Burgess, Jim Breslin and Derek Moran
Secretariat/Support: Orlaigh Quinn, Rhona Gaynor, Denis Breen, John Shaw, Triona Quill and Síle de Búrca

Report: Discussion took place on the eight remaining Governance actions including the discussion paper on Action 12 circulated to the Group. The following was agreed:

Action	What	Who	When
1 – Accountability Board	Memorandum to Government on the establishment of the Accountability Board has been circulated	Martin Fraser and Robert Watt	To be considered by Government next week
2 – Civil Service Management Board	CSMB established - Action complete	Martin Fraser and Robert Watt	Completed
3 – Common governance standard	Working group has met and working to develop a set of common core requirements	Derek Moran, Mark Griffin and John Murphy	Further discussion at next Sub Group meeting; draft report for April CSMB
4 – strategic planning and business planning	Working group yet to meet - risk assessment work underway	Derek Moran, John Murphy and Martin Fraser	Update at next Sub Group meeting
5 – delivery of shared whole-of - government projects	Working group has met and will review related work by Civil Service Task Force and will aim to identify suitable pilots	Mark Griffin, Fergal Lynch and Sean Ó Fóghlú	Update at next Sub Group meeting and recommend pilots by April
12 – Performance review process for Senior Mgt (paper circulated)	Further work on draft outline paper in light of the discussion; working group meeting this week to look at process for Assistant Secretaries	Jim Breslin, Niall Burgess, Martin Fraser and Robert Watt	Revised paper will be circulated for discussion at next Sub Group meeting; final draft proposal for May CSMB
20 – Organisational Capability Reviews	Working group meeting next week to review learning from the ORP process	Sean Ó Fóghlú, Mark Griffin, and Maurice Quinn	Update at next Sub Group meeting
21 – assignment of responsibilities	Working group meeting today to review related work already carried out.	Jim Breslin and Maurice Quinn	Update at next Sub Group meeting
23 – Civil Service Spokesperson	Working group yet to meet	Robert Watt and Niall Burgess	Update at next Sub Group meeting

Next Meeting of the Group

20 March 2015 at 2:30pm, Room 301 Government Buildings

CSMB People Steering Group Meeting Minutes

13 February 2015

Members: Robert Watt (Chair), Martin Fraser, Noel Waters, Tom O'Mahony, Maurice Quinn, Liam O'Daly, Fiona Tierney, Niamh O'Donoghue and John Murphy.

Apologies: Joe Hamill

Renewal PMO: Orlaigh Quinn, Rhona Gaynor, and John Shaw.

Actions agreed:

Action	What	Who	When
11.3 – Review of the Disciplinary Code	• Work ongoing on 11.3 • Draft 'handbook' to be presented to Steering Group at future meeting • Update at next meeting	Liam O'Daly Tom O'Mahony	Submit to PMO by **13th Mar 2015**
8 – Opening up Recruitment	• Work ongoing on action 8.1 to ensure continuous supply at different levels • Work proceeding on action 8.6 (graduate recruitment) • Develop framework for future staffing model (looking at recruitment and mobility options in parallel) • Update at next meeting	Fiona Tierney Niamh O'Donoghue Maurice Quinn	Submit to PMO by **13th Mar 2015**
15 – Mobility	• SG Sponsors for Action 8 to Sponsor Action 15 • Clarify vision for future • Work with ASec groups to develop mobility options • Update at next meeting	Fiona Tierney Niamh O'Donoghue Maurice Quinn	Submit to PMO by **13th Mar 2015**
7 – Strategic HR Capability in CS	• Recruit Head of HR Profession • Update at next meeting	Robert Watt	Submit to PMO by **13th Mar 2015**
10 – Talent Management	• SG Sponsors assigned • Develop scoping paper (reflecting 'one civil service' ethos)	John Murphy Noel Waters Joe Hamill	**April 2015**
11 – Performance Management	• Prepare scoping paper and options for implementation on action 11.1 the ratings system – Prioritise for completion in 2015 • Update at next meeting	Robert Watt	Submit to PMO by **13th Mar 2015**
18 – Resource delegation	• Work ongoing	Robert Watt	**N/A**
14 – Strengthen Professional Expertise	• Not yet prioritised	Not yet assigned	**N/A**

16 – Org Restructuring	• Not yet prioritised • Upcoming 'confined' Tower Watson seminar may be of interest	Not yet assigned	**N/A**
Other business			
Programme Management	• Use monthly reporting template at future meetings (with SG Sponsor input) • Prepare outline of Programme Management Approach for next CSMB meeting	PMO	**20th Feb 2015**

Next Meeting of the Group: 19th March 2015 at 3.30pm in Room 0.3 South Block, Department of Finance.

CSMB Systems Steering Group Meeting Minutes

14 February 2015

Members: Robert Watt (Chair), Martin Fraser, Clare McGrath, Niall Cody, John McCarthy
Apologies: Clare McGrath, Padraig Dalton
Renewal PMO: Orlaigh Quinn, Rhona Gaynor, and John Shaw.

Actions agreed:

Action	What	Who	When
25 – Staff Engagement	• Prepare 1 page briefing outlining proposed approach for next CSMB meeting	Padraig Dalton (SG Sponsor)	Submit to PMO by **20th Feb 2015**
	• Prepare list of draft survey questions for next meeting of Steering Group	Lucy Fallon-Byrne (PM)	Submit to PMO by **13th Mar 2015**
9 – Learning & Development	• Prepare detailed paper on proposed shared L&D model • Update at next meeting	John McCarthy Niall Cody Eilis Keegan (PM)	**5th Jun 2015**
13.1 – Annual Staff Awards	• Prepare paper for SG Sponsors following CSMB Decision	PMO	**27th Feb 2015**
13.4 – Innovation Lab	• Prepare scoping paper on options and approaches	PMO	**April 2015**
22.2 – Host open policy debates	• Prepare list of 'Open Policy' events for CSMB Review	PMO	**20th Feb 2015**
6 – Sharing Expertise	• Work programme ongoing under sponsorship of Shared Services Steering Board (next meeting 27th March 2015)	Robert Watt Orlaigh Quinn Hilary Murphy-Fagan	**27th Mar 2015**
17 – Project Management	• Prepare scoping paper on approach to this, including reviewing current PM capacity and approaches in CS	Clare McGrath Aidan O'Driscoll	**Commence in Qtr 3**
19 – ICT Strategy	• Invite OGCIO to provide update at next Steering Group meeting	PMO	**13th Mar 2015**
24 – Data Management	• Invite OGCIO to provide update at next Steering Group meeting	PMO	**13th Mar 2015**
22 – Open Policy	• Invite DPER officials to provide update at future Steering Group meeting	PMO	**13th Apr 2015**
Other business			
Programme Management	• Prepare outline of Programme Management Approach for next CSMB meeting	PMO	**20th Feb 2015**

Next Meeting of the Group: 19th March 2015 at 2.00pm in Room 1.15 South Block, Department of Finance.