Civil Service Management Board – 27 March 2015

The list of attendance is appended.

1. Specific Actions:

(i) Open up Recruitment (Action 8)

The CSMB noted the update circulated and the open recruitment competitions underway or planned. Further proposals will be submitted shortly in relation to the overall approach to filling vacancies, while ensuring that business needs are met and dealing with grade\organisational specific issues.

The CSMB agreed to consider the sub-action in relation to gender balance at a future meeting.

(ii) Whole of Government Pilots (Action 5)

The CSMB discussed the paper circulated and noted that a draft framework on suicide will shortly be considered by the Cabinet Committee on Social Policy, and could be designated by Government as a pilot project with particular emphasis on youth mental health. It was also agreed that the next meeting would get a short presentation on Cybersecurity and the Public Services Card as potential pilots.

It was agreed that a short paper would also be prepared on practical options for implementing the pilot projects, including structures, resources, staffing and reporting arrangements.

(iii) Secretary General Performance Reviews (Action 12)

The CSMB discussed the paper circulated and agreed that:

- members would send any further comments by email
- the Secretaries General leading on this Action would meet to consider further, and the link to related work on A\Secretary performance management
- proposals would be submitted for sign-off at the next meeting.

(iv) Civil Service Excellence and Innovation Awards (Action 13.1)

It was agreed to proceed on the basis of the paper circulated.

(v) Staff Engagement Survey (Action 25)

The CSMB noted the update circulated and agreed that more detailed report on the proposed approach and draft questionnaire will be submitted to the next meeting.

2. Overview of Progress on other Actions \ Update from PMO

The CSMB noted the overview on progress with other Actions in the Renewal Plan. Given the number of actions now open, the importance of making linkages across different work streams was noted and the PMO will work with members to ensure coherence across each Action. In particular,

it was agreed to circulate an overview for the next meeting of HR-related Actions and how the interdependencies and sequencing are being managed to ensure coherence and delivery.

The CSMB noted that the first Open Policy Debate (National Risk Assessment) took place on 23 March and the next on (Childcare) is on 31 March. An updated list will be circulated to members.

The CSMB discussed a report with feedback from the Townhall meetings and it was agreed to circulate this to members by email.

3. CSMB Work Programme

The CSMB noted the schedule for Actions arising for decision at upcoming meetings and agreed that the April meeting would get proposals for sign-off in relation to Secretary General Performance Management (Action 12) and the Common Governance Standard (Action 3) as well as discussing an overview of HR-related Actions.

4. Communications

The CSMB discussed the paper circulated and agreed that, in addition to short-term communications measures, the PMO will explore the potential for developing a system-wide capability for contacting all Civil Service staff directly and report back with options.

5. ICT Build to Share

Micheal McGrath, Chief Information Officer (CIO), gave a presentation on the 'Build to Share' Strategic Objective of the new Public Service ICT Strategy.

A number of issues arising were discussed and it was agreed that the CIO would bring proposals back to the next meeting, following consultation with the CIO Council, on an approach and timescale to roll-out of shared applications across Departments.

Attendance

Martin Fraser, D\Taoiseach (Chair)
Robert Watt, D\PER
Niall Cody, Revenue
Niall Burgess, D\FA
Maurice Quinn, D\Defence
Aidan O'Driscoll, D\AFM
Clare McGrath, OPW
Joe Hamill, D\AHG
Noel Waters, D\JE
Jim Breslin, D\Health
Tom O'Mahony, D\TTS
Fiona Tierney, PAS
John Murphy, D\JEI
Seán O'Foghlú, D\ES
Liam O'Daly, AGO
Derek Moran, D\Finance
Mark Griffin, D\CENR

Apologies
Padraig Dalton, CSO
Niamh O'Donoghue, D\SP
John McCarthy, D\ECLG
Fergal Lynch, D\CYA

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

Appendix – Minutes of Sub-Group Meetings

CSMB Governance Steering Group Meeting 20 March 2015

Attendance

Members: Martin Fraser(Chair), Robert Watt , Fergal Lynch, John Murphy, Mark Griffin, Maurice Quinn, Niall Burgess and Jim Breslin

Apologies: Sean Ó Foghlu and Derek Moran

Secretariat/Support: Orlaigh Quinn, Rhona Gaynor, Denis Breen, John Shaw, Triona Quill and Alan Plummer

Report: Discussion took place on the Governance actions with the following next steps agreed:

Action	What	Who	When
1 – Accountability Board	Assessment Board is being set up by PAS to review applications for external independent members	Martin Fraser and Robert Watt	Update at next Sub Group meeting
2 – Civil Service Management Board	CSMB established - Action complete	Martin Fraser and Robert Watt	Completed
3 – Common governance standard	Working group is working towards finalising a set of common core requirements	Derek Moran, Mark Griffin and John Murphy	paper to be developed for sign off at April CSMB meeting
4 – strategic planning and business planning	Working group yet to meet - Most new Departmental Strategies published and seminar on national risk assessment on 23 March	Derek Moran, John Murphy and Martin Fraser	Update at next Sub Group meeting
5 – delivery of shared whole-of - government projects	A number of topics put forward by the working group for pathfinder projects	Mark Griffin, Fergal Lynch and Sean Ó Fóghlú	List of possible projects to be submitted for consideration at the March CSMB meeting
12 – Performance review process for Senior Management	A revised paper has been prepared following the discussion at the last meeting Work is also underway in relation to the process for Assistant Secretaries	Jim Breslin, Niall Burgess, Martin Fraser and Robert Watt	Paper will be circulated for discussion at March CSMB meeting
20 – Organisational Capability Reviews	Working group is holding discussions with a variety of people involved in related work	Sean Ó Fóghlú, Mark Griffin, and Maurice Quinn	Proposed model for discussion at July CSMB meeting
21 – Assignment of responsibilities	Working group building on related work carried out by DPER acknowledging links with Action 3 above	Jim Breslin and Maurice Quinn	Draft framework to be developed for discussion at May CSMB 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: 16 April 2015 at 9:30am, Room 301 Government Buildings.

CSMB Systems Steering Group Meeting Minutes 19 March 2015

Attendance:
Members: Robert Watt (Chair), Clare McGrath, Niall Cody, John McCarthy, Padraig Dalton, John Shaw, Aidan O'Driscoll.

Apologies: Martin Fraser.

Secretariat/Support: Orlaigh Quinn, Bernadette Browne.

Report: Discussion took place on the System and Processes actions with the following next steps agreed:

Project	Actions agreed	Who	When
Action 25 – Staff Engagement	• Prepare monthly report briefing for next CSMB meeting	Padraig Dalton	Submit to PMO by **23rd Mar 2015**
	• Refine draft survey questions for next meeting of Steering Group based	Padraig Dalton	Submit to PMO by **27th Mar 2015**
	• Each Departments survey requirements to be defined (paper/accessibility etc).	Padraig Dalton	Submit to PMO by **27th Mar 2015**
Action 9 – Learning & Development	• Prepare detailed paper on proposed shared L&D model • Update on progress at next meeting	John McCarthy Niall Cody Eilis Keegan (PM)	**5th Jun 2015**
Action 13.1 – Annual Staff Awards	• Implement CSMB decision	PMO	**27th Mar 2015**
Action 13.4 – Innovation Lab	• Prepare scoping paper on options and approaches	PMO/DPER	**April 2015**
Action 22.2 – Host open policy debates	• CSO to provide list of specific events forthcoming.	Padraig Dalton	Submit to PMO by **27th Mar 2015**
Action 6 – Sharing Expertise	• Decision on governance of this matter for Shared Services Steering Board	Robert Watt Hilary Murphy-Fagan	**On-going**
Action 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**
Action 19 – ICT Strategy	• Invite OGCIO to provide update at next CSMB meeting	PMO	**27th Mar 2015**
Action 24 – Data Management	• Invite OGCIO to provide update at next CSMB meeting	PMO	**27th Mar 2015**
Action 22 – Open Policy	• Invite DPER officials to provide update at future Steering Group meeting	PMO	**May 2015**

Next Meeting of the Group: April 16th 2015 – 2pm **-** Room 1.15, 1st Floor, South Block, Govt Buildings

Minutes of 3rd CSMB People Steering Group Meeting

19 March 2015

Attendance:

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

Secretariat/Support: Orlaigh Quinn, Sheila O'Brien, and John Shaw, Tadgh O'Leary and Triona Quill

Apologies: Martin Fraser, Noel Waters

Report: Discussion took place on the People Actions with the following next steps agreed:

Project	Actions agreed	Who	When
11.3 – Review of the Disciplinary Code	• Project progressing - will meet deadline to deliver priority action 11.3 • Workshops and interviews to commence with key stakeholders (e.g. Line managers and Unions) to establish current "as is" situation • Update on Business Process Review to be provided at next meeting • Update monthly report for March CSMB meeting	Liam O'Daly Tom O'Mahony	Submit update to PMO by **10th April 2015**
8 – Opening up Recruitment	• Open competitions are up and running - will meet deadline to deliver priority action 8.1 • To develop a framework for future staffing model (looking at recruitment and mobility options in parallel) • To consider sub-actions and provide update at next meeting • Update monthly report for March CSMB meeting	Fiona Tierney Niamh O'Donoghue Maurice Quinn	Submit update to PMO by **10th April 2015**
15 – Mobility	• Develop mobility plan at PO level. • Draft evidence based paper on current situation to capture the issues with mobility	Fiona Tierney Niamh O'Donoghue Maurice Quinn	Submit paper and update to PMO by **10th April 2015**
7 – Strategic HR Capability in CS	• Recruit Head of HR Profession • Update at next meeting	Robert Watt	Submit update to PMO by **10th April 2015**
10 – Talent Management	• Develop scoping paper (reflecting 'one civil service' ethos) • Action 8.6 will also be considered within Action 9 – Learning and Development	John Murphy Noel Waters Joe Hamill	Submit update to PMO by **10th April 2015**

11 – Performance Management	• Action 11.1 – Develop proposal to implement the agreed new ratings as a package with other Actions – in particular Action 11.3 and Action 9 • Action 11.5 – Develop follow-up action document for next meeting • Update monthly report for March CSMB meeting	Robert Watt	Submit update to PMO by **10th April 2015**
18 – Resource Delegation	• Work ongoing	Robert Watt	N/A

Next Meeting of the Group: 16th April 2015 @ 3.30pm in Room 0.3 South Block, Department of Finance.