Civil Service Management Board – 24th November 2017

The list of attendance is appended.

1. Learning and Development – OneLearning centre options (Action 9)

The CSMB was briefed on latest efforts to secure premises for the new OneLearning Training Service. The latest offer from DIT for part of the premises on Mountjoy Square has been deemed unsuitable by OPW due to restrictions on capacity and accessibility. OPW has agreed to explore the suitability of a specified premises which has been recently acquired on the north side of the city centre.

In overall terms, the rollout of training courses under OneLearning is progressing well and the contract for the technology solution is expected to be awarded in December. The CSMB acknowledged the significant work undertaken to date and suggested the team be invited to update the CSMB when the technology solution is well advanced.

2. Performance Management – underperformance and absenteeism (Action 11)

The CSMB welcomed the paper setting out further analysis of absence in the Civil Service and the range of factors to be addressed as identified by the CSMB Working Group. These include the importance of line managers having a clear understanding of their role to proactively manage absenteeism as part of managing staff performance and the necessary training, tools and supports to equip them to do that effectively. This fits within the overall Civil Service HR Strategy to build capacity in local HR units supported centrally to better support managers in their people management role. A number of important elements were discussed including, heads of offices need to lead on this in their own organisations; ensuring staff have variety of work and development opportunities; Peoplepoint equipping managers with good data; visibility within organisations of proactive measures being taken to tackle underperformance.

A detailed set of actions will be developed by the group as part of an implementation plan for approval by CSMB including how these might be communicated and rolled-out across the Civil Service.

3. Update of Renewal actions

3a. Whole-of-Government pathfinder – Youth Mental Health (Action 5)

The CSMB was updated on recent engagement with D/PER on proposals to advance the Youth Mental Health pathfinder project which will be subject to further discussions.

3b. Mobility (Action 15)

The CSMB commended the excellent work by the project team on the successful launch of the phase 1 scheme which is an important milestone for the Renewal project in terms of impacting on staff. Preparations are continuing for the next phase to be implemented in early 2018.

3c. Organisational Capability Reviews (Action 20)

The CSMB was updated on progress of the current review underway in the Courts Service and preparations for the next review to be undertaken in the Department of Business, Enterprise and Innovation.

3d. Strategic Communications

The CSMB noted the update paper setting out progress across the main workstreams being advanced through the Assistant Secretaries Group - streamlining communications, undertaking national campaigns and building capacity. A Memorandum for Government will be circulated shortly outlining the key campaigns to be progressed in 2018. An internal audit of the spend, staffing and contracts across Government departments has been completed and will be published shortly. This will be immediately circulated to CSMB together with recent correspondence issued from the Department of the Taoiseach setting out in detail the work of the new unit.

3e. CSMB Away Day

The date for the CSMB Strategic Planning discussion has been confirmed for 18/19 January 2018, starting on the Thursday afternoon (3pm) and ending at lunchtime Friday at a venue in Dublin to be confirmed.

4. Programme Director's Monthly Report

The Programme Director's report was noted including,

- Civil Service Excellence Awards taking place on Monday next
- Positive Senior Public Service event held on 17 Nov on the subject of Civil Service Renewal
- Over 120 staff attended Town Hall meeting in Dublin recently with a further event planned for Limerick on 8 December.

5. AOB

The CSMB noted documentation circulated setting out details of the end-year review process to complete the 2017 performance review process for Secretaries General. This includes proposed timelines, support and development options and the proposed table of indicators to be used. Following meetings with Ministers, end year review meetings will be scheduled by the Performance Review Group with Secretaries General for January 2018.

28 November 2017

Attendance

Martin Fraser, D\Taoiseach (Chair)
Robert Watt, D\PER
Maurice Buckley, OPW
Niall Burgess, D\FA&T
Elizabeth Canavan, D\RCD
Niall Cody, Revenue
Graham Doyle, D\TTS
Katherine Licken, D\CHG
Fergal Lynch, D\CYA
John McCarthy, D\HPLG
John McKeon, D\EASP
Seán Ó Foghlú, D\ES
Maurice Quinn, D\Defence
Orlaigh Quinn, D\BEI
Fiona Tierney, PAS
Noel Waters, D\JE

Apologies

Jim Breslin, D\Health
Pádraig Dalton, CSO
Mark Griffin, D\CCAE
Damien Moloney, AGO
Derek Moran, D\Finance
Aidan O'Driscoll, D\AFM

Other/Secretariat

Lucy Fallon-Byrne, D\PER
Denis Breen, D\Taoiseach
David Cagney, D\PER