

Publication Scheme under Freedom of Information Act, 2014

Introduction

The Local Government Management Agency has prepared and published a Publication Scheme concerning the Information of the Agency in conformity with a Model and Guidelines made by the Minister for Public, Expenditure and Reform under Section 8 of the Freedom of Information Act, 2014.

Purpose of the Scheme

The scheme is designed to facilitate the provision of information to the greatest extent possible, except for information exempt under the Act and, in preparing, reviewing or revising a Publication Scheme, an FOI Body shall have regard to the public interest in:

- (a) allowing public access to information held by the FOI Body;
- (b) the publication of reasons for decisions made by the FOI body; and
- (c) publishing information of relevance or interest to the general public in relation to its activities and functions generally.

Scheme Format and Access:

The Scheme is web based with links from it to information under six headings as set out below which will be updated as provided for under the Act.

Six Information Sets:

Information will be provided under the following five headings:

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- **INFORMATION ABOUT THE FOI BODY**
- **2. FUNCTIONS OF THE LGMA**
- **DECISION MAKING PROCEDURES**
- **FINANCIAL INFORMATION**
- **PROCUREMENT**

INFORMATION ABOUT THE FOI BODY

Who we Are and What we do, Organisational Information, Structures, locations and contacts

In this Section the LGMA will provide details of:

1. Establishment of Organisation
2. FUNCTIONS OF THE LGMA
3. CORPORATE GOVERNANCE
- 4. Management Arrangements**
- 5. Corporate Plans and Strategies**
- 6. Annual Reports**
7. [LGMA - Organisation Structure 2016.docx](#)
- 7. Pay/Grading Structure**
- 8. Locations and Contact Details for this Organisation**

1. Establishment of Organisation

The Local Government Management Agency (www.lgma.ie) is a State agency established in 2012 following the merger of the Local Government Management Services Board (LGMSB), the Local Government Computer Services Board (LGCSB) and the integration of An Comhairle Leabharlanna (ACL) functions.

The Local Government Management Agency delivers on its statutory functions by providing:

- Such services as may be required by local authorities for the purposes of staff negotiations/staff development;
- Such services as may be required by local authorities for the purpose of coordinating and securing compatibility in, the use of ICT;
- Such other management services as may be required by local authorities;
- Such services for meetings of managers and such other support services required by the County and City Managers Association (CCMA);
- Provision of advice, assistance and services to library authorities in relation to the public library service;
- Such advice, information and assistance required by the Minister of Environment, Community and Local Government

The Agency aims to meet the needs of Local Authorities and the Department of the Environment, Community and Local Government (DECLG) in delivering on the public sector reform agenda in the local government sector (particularly in terms of shared services),

researching emerging and identified issues, assisting Local Authorities in the implementation and measurement of change, and supporting, in general, enhanced performance by the local government sector.

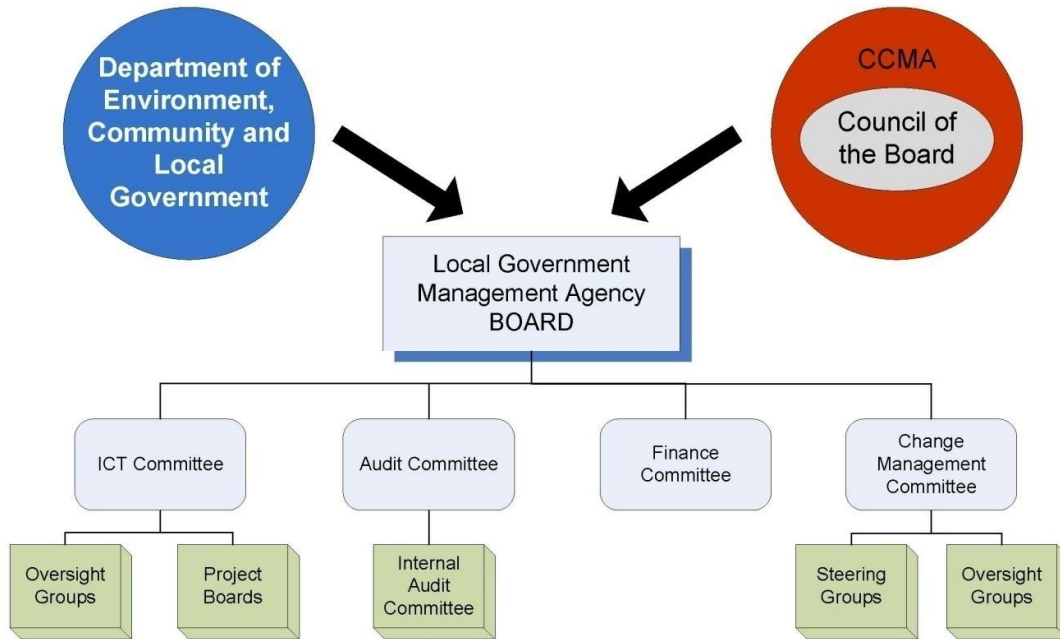
[LGMA Establishment Order 2012](#)

[Contact Details/Locations](#)

3. CORPORATE GOVERNANCE

The LGMA is committed to maintaining the highest standards of corporate governance in compliance with the Code of Practice for the Governance of State Bodies 2009. A complete review of compliance was undertaken in the first quarter of 2014 and reported to the Board at the March meeting.

LGMA GOVERNANCE STRUCTURE



COUNTY & CITY MANAGERS ASSOCIATION (CCMA)

[CCMA](#) Click on link for further information

MEMBERSHIP OF THE LGMA BOARD

The membership of the Board is comprised of ten full time public officials (8 Local Authority Chief Executives and 2 Civil Servants) and one Ministerial non-public official nominee. All Chief Executive nominations are ratified annually by the Council of the Board and Ministerial appointments are generally for a period of three years.

There are no annual fees paid to Board members. The majority of Board meetings are held in Local Government House (Dublin) requiring some members to travel from their respective office base. Committee meetings frequently coincide with the Board meeting schedule, to

facilitate attendance at multiple meetings on a given day. Travel and Subsistence expenses incurred are reimbursed at the rates consistent with those defined in Government Policy. Expenses paid to Board members in relation to attendance at Board meetings amounted to €1,850.98 during 2014.

Board meetings are held bi-monthly;

Membership of LGMA Board

Mr. Peter Carey (Chair)	Chief Executive Officer	Kildare County Council
Mr. Joe MacGrath	Chief Executive Officer	Tipperary County Council
Mr. Pat Gallagher	Chief Executive Officer	Westmeath County Council
Mr. Tim Lucey	Chief Executive Officer	Cork County Council
Mr. Seamus Neely	Chief Executive Officer	Donegal County Council
Mr. Owen Keegan	Chief Executive Officer	Dublin City Council
Ms. Philomena Poole	Chief Executive Officer	Dun Laoghaire County Council
Mr. Michael Walsh	Chief Executive Officer	Waterford City and County Council
Mr. Paul Lemass	Assistant Secretary	DoECLG
Mr. Cormac Clancy	Principal Officer	DoECLG
Mr. David O'Connor	Retired Manager	

AUDIT COMMITTEE

The Audit Committee provides independent governance assurance to the Board and are responsible for planning and reviewing the annual Internal Audit programme. The Committee liaises closely with the Internal Auditors who report to the Committee. The Local Government Auditor presented to the Committee in June 2014 and outlined the accounts and findings of the Local Government Audit of the financial period January to December 2013.

[Audit Committee 2016\Terms of Reference](#)

Membership of Audit Committee

Ms. Philomena Poole (Chair)	Chief Executive	Dun Laoghaire Rathdown Co.Co
Ms. Clodagh Henehan	Divisional Manager	Cork County Council

Ms. Annette O'Neill	Head of Finance & ICT	Wexford County Council
Mr. John Mulholland	Chief Executive,	Laois County Council
Mr. Alan Connolly	Non Public Official	

ICT COMMITTEE

The ICT Committee provides assurance to the Board of the LGMA that the work of individual Local Government Projects have proven Architecture, ICT and Standards. It also provides advice and guidance on ICT in any new business initiatives, how the ICT components can work with business as usual and to ensure the timely retirement of old ICT initiatives.

[Terms of Reference - 2016](#)

MEMBERSHIP - ICT COMMITTEE 2016

Mr. D. O'Connor	Chairman, (Board Nominee)
Mr. C. Murray	CEO, Limerick City and County Council
Mr. E. O'Sullivan	CEO, Monaghan County Council
Mr. E. Mulholland	HIS Chair, Leitrim County Council
Mr. D. Byrne	HIS Officer, Fingal County Council
Mr. C. Clancy	Head of ICT, DoECLG
Ms. K. Quinn	Head of Finance, Dublin City Council
Mr. J. Loftus	Head of Corporate Services, Mayo County Council
Ms. M. Melia	Director of Business, Kilkenny County Council
Mr. L. Stewart	Office of Public Works, Government ICT Representative
Ms. M. O'Donohue	OCGIO
Mr. J. Nugent	CEO, L.G.M.A
Ms. C. Gilligan	ACE, L.G.M.A
Mr. T. Willoughby	ACE, L.G.M.A

CHANGE MANAGEMENT COMMITTEE

In pursuit of good governance, the Board of the Local Government Management Agency (LGMA), established a dedicated Change Management Committee for the development of IR and HR policy and strategy on behalf of the sector. The Change Management Committee will act as a steering committee and discussion forum through which IR/HR related initiatives or proposals are channelled, prior to submission to the Board for endorsement and the group will act as a standing and oversight committee for the Library Development Unit.

Change Management Committee Members

Mr C Murray (Chair)	Chief Executive,	Limerick Local Authorities (Chair)
Mr. Joe MacGrath,	Chief Executive,	Tipperary County Council (Chair)
Mr P Carey,	Chief Executive,	Kildare County Council
Mr D McLoughlin,	Chief Executive,	South Dublin
Ms J Maguire,	Chief Executive,	Meath County Council
Ms M Pyne,	Head of HR	Dublin City Council
Mr J Walsh,	Head of HR,	Cork County Council
Mr Paul Dunne	Principal Officer	DoEHLG
Mr Frank Curran,	Chief Executive,	Leitrim County Council
Mr Tom Coughlan,	Chief Executive,	Clare County Council
Mr Seamus Neely,	Chief Executive,	Donegal County Council
Mr Paul Reid,	Chief Executive,	Fingal County Council
Ann Doherty,	Chief Executive,	Cork City Council

[Terms of Reference - 2016](#)

[Finance Committee 2016](#)

L.G.M.A MANAGEMENT TEAM

Chief Executive

- Mr Joseph Nugent

Senior Management Team

- Ms Chris Gavigan . Assistant Chief Executive
- Ms Claire Gilligan . Assistant Chief Executive
- Ms Anne Monaghan . Board Secretary, Head of Corporate Services
- Mr Peter O'Brien . Manager, Finance
- Mr Donal Singleton . Assistant Chief Executive
- Mr Tim Willoughby - Chief Technology Officer

[Pay/Grading Structure](#)

[Contact Details/Locations](#)

2. FUNCTIONS OF THE LGMA

The Local Government Management Agency delivers on its statutory functions by providing:

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AT A GLANCE

HOUSING



- iHouse central database – 17,303 queries to date (8,132 in 2014 completed)
- HAP rolled out to another 6 LA's

ROADS



- Release 3 rolled out – now in 31 LA's.
- Two Apps developed for recording as-constructed works and for recording the speed limit signposts
- 8 LA's using MapRoad Roadworks Licensing

LIBRARIES



- Contract awarded for implementing Single Library Management System
- Three pilot 'Open Libraries' established & opened Nov 2014

FMS



- Financial Management System - assisted merger of 6 LA's & unification of 17
- SEPA implemented in all LA's

HPS



- 21 active projects in 2014
- Merging of LA's, Independent sites on-board, SEPA project,
- new financial arrangement saves on costs
- Final two modules of Safety Management System– Inspections and Audit delivered

BCMS



Live in all LA's March 2014

PROCUREMENT



Over three million spend records from the sector were processed from 2011 - 2013

MERGERS



- Facilitated ICT merging of 3 LA's and 17 town/borough councils

SHARED PAYROLL



- 10 LA's implemented

BUREAU



- LPT - 10,998 calls processed
- NPPR - €79.75 m processed in 2014 by LGMA & LA's –
- €46m processed by LGMA €32m after 1st August 2014

FRANCHISE



- > 560 queries in 2014

IR



- Continues to play a lead role on behalf of LA sector

POW



- 452,000 registrations by end 2014 –
> €9m collected

ICT Business Services

Infrastructure & Bureau Services

Research & Architecture

Libraries

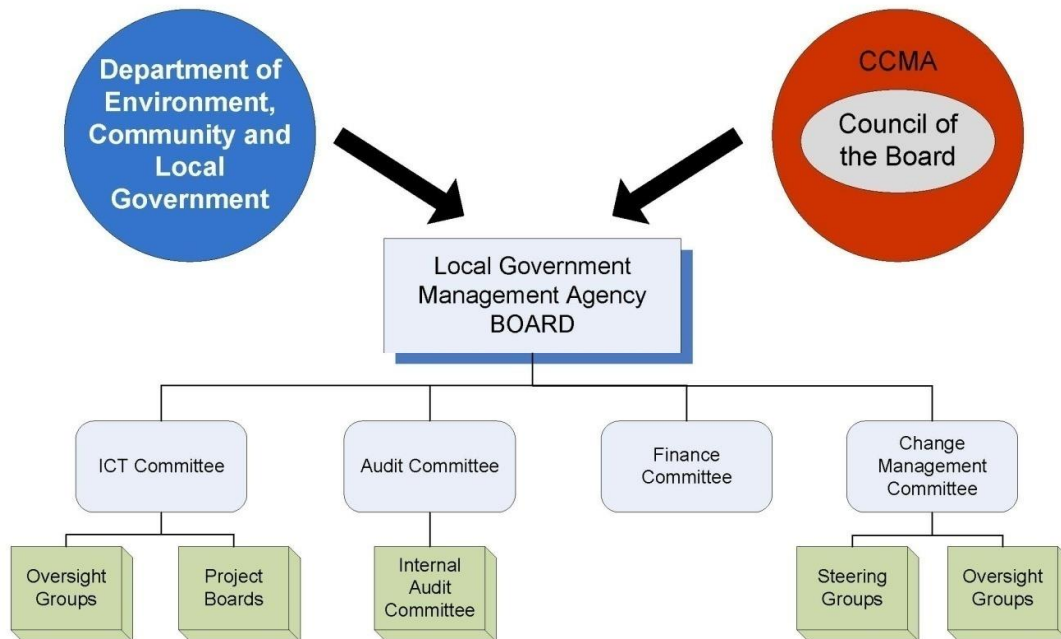
CCMA

Industrial Relations

DECISION MAKING PROCEDURES

How we make decision on policies: Decision Making Processes and records of decisions

[LGMA Board Members - Schedule of Matters](#)



FINANCIAL INFORMATION

What we spend: Financial Information relating to Income and Expenditure

[Financial Accounts](#)

[Expenditure over €20,000](#)

[Board Member Remuneration](#)

There are no annual fees paid to Board members. The majority of Board meetings are held in Local Government House (Dublin) requiring some members to travel from their respective office base. Committee meetings frequently coincide with the Board meeting schedule, to facilitate attendance at multiple meetings on a given day. Travel and Subsistence expenses incurred are reimbursed at the rates consistent with those defined in Government Policy.

Expenses paid to Board members in relation to attendance at Board meetings amounted to €1,850.98 during 2014.

PROCUREMENT

How we spend: Information relating to how we procure goods and services

1. Procurement Policies

[Tender Control Procedures](#)

2. A link to all current tender competitions on the eTenders website

[LGMA CURRENT/PAST TENDERS](#)

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